**SAMPLE LETTER OF SUPPORT**

< Partner’s Letterhead >

[DATE]

[NAME] (of individual at the respondent organization submitting the proposal)

[TITLE]

[ORGANIZATION]

[ADDRESS]

[SUBJECT]: Letter of Support for [respondent organization’s] application for RFA XX (fill in identifying information)

Dear [NAME]:

*The opening paragraph expresses support for the respondent and to the grant application.*

*The second paragraph provides a brief overview of the partner – what type of organization, its goals, etc.*

*The body of the letter should include, but is not limited to:*

* *A description of the partnership prior to implementation of the grant – why did the partner and respondent choose to work together? How long have the partner and the respondent worked together? In what capacities? What activities have the partners undertaken together, or been involved with?*
* *The roles and responsibilities of the partner in developing and implementing the activities and services proposed under this grant. How will the partner contribute to the proposed program? What specific activities and/or services will the partner provide or be involved with? Why is the partner suited to be involved in this fashion (how the partner’s involvement enables the proposed program to help youth achieve the desired outcomes)?*

*Finally, the closing paragraph should include the partner’s contact information for future reference.*

Sincerely,

[NAME AND TITLE]