

Letter of Support Template

Letters of support are often required for grant applications. Providing a template for the individuals or organizations you wish to obtain a letter of support from will give them a good starting point.

Organization's Letterhead (logo and address)

[DATE]

[Recipient's Name]

[Recipient's Position]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

Dear [Recipient]:

Re: [Name of project] – Letter of support

On behalf of [name of organization offering support], please accept this letter of support to [name of organization putting on project] in their application for [name of project].

[Paragraph description of the organization who is offering the letter of support]

[Paragraph description of why the organization is choosing to offer support]

If you require more information about the [name of organization offering support], please contact us via [insert contact details: website, phone, email].

Sincerely,

[Name of individual]

[Position or title within organization]

[Name of Organization]