[On Letterhead of Collaborating Organization]

# COLLABORATOR ORGANIZATION LETTER

[Name of Authorized Organizational Representative /Applicant]

[Applicant Organization]

[City, State]

Dear [Project Director]:

[Short introduction describing collaborating organization’s mission and how its applicable to the proposed project.]

We anticipate participating in and supporting the [Current Year] [Project Title] in the following way(s):

 Short description of services to be provided with an estimated time period

 Very brief overview of key roles and personnel to be involved, if known

 Estimate of the funding the organization will be provided for the services, if possible

The individuals and our organization agree to abide by the management plan contained in the application.

Sincerely,

[Signature of Collaborating Organization’s Authorized Representative (AR)]

Printed Name of AR

AR’s Title (e.g., Executive Director)

Address and telephone number if that information is not already on the letterhead