[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*

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