

**Sample Letter of Support  
[Agency Letterhead Block]**

March 23, 2023

Grantor Addressee Block  
Address  
City, State Zip

Re: Application for Grant Funding [name of grant here]

Dear [Grantor Contact Name],

On behalf of the Good Deeds Foundation, I am pleased to write this letter of support for the Chino Valley Unified School District HOPE Program.

Our foundation is a non-profit organization dedicated to promoting life, safety, and welfare of the public through educational programs, direct assistance, and financial support of charitable organizations. As such, our agency has partnered with CVUSD over the years in different areas to assist disadvantaged students and families.

CVUSD's diligent work to improve the lives of homeless students is closely aligned with our goals. In 2020, our foundation worked alongside the CARE and HOPE programs to provide gift cards for homeless and low-income students. We also are committed to providing regular in-kind donations to the program, e.g. toys, hygiene items, supplies, clothing, and shoes to help remove the barriers to student success. Most recently, [REDACTED] assisted with more personalized support in the form of monetary donations for funeral costs and family sponsorships for the holidays.

Grant funds will help meet the needs of students in the Chino Valley Unified School District, as well as provide them with the opportunities needed to be successful in school. The Good Deeds Foundation enjoys a strong partnership with CVUSD and has the utmost confidence in its ability to provide exemplary programming the most efficient manner possible. We strongly support their application for this grant and know these funds will have an impact on students and families in our community.

Sincerely,

Agency Signatory, title

*Grantor block – Identify the intended recipient of the letter, often the agency awarding the grant. Reference name of the grant and applicant agency information for easy reference.*

*Introductory sentence – Identify yourself, the agency you represent, and the program you are supporting.*

*Agency description paragraph – Describe the endorsing agency's mission statement, length of partnership and how LEA program supports your mission.*

*Partnership paragraph – Describe the nature of the partnership. How does the agency partner with the program? What impact has it made?*

*Grant funding paragraph – Describe how grant funds will support, strengthen, or expand the program. Express explicit support for grant application and program.*

*Signature block – Include your name, title, agency, and contact information (if not on letterhead)*