
Session 9

SAMPLE LETTER

TEMPLATE OF LETTER OF COMMITMENT FOR PARTNER

The text shall be inserted in the Partner’s headed paper with the relevant project data.

Super Green Recycling
Company 1234 Maple Ave.
Anytown, CO 98765

Date

Dear xxxxxxx:

The city of [.....*name*.....] confirms its commitment to be Project Partner in the activities of the Super Green Recycling Company’s Hub-and-Spoke network proposal entitled [.....*title of project*.....].

As a Project Partner, we commit to [.....*brief description of role in the project and any resources that will be committed*].

We are convinced that by working with the Super Green Recycling Company on this project, we will enter into a mutually beneficial arrangement that will provide the public within our service area increased access to recycling. In this context, we are excited to partner with the Super Green Recycling Company, and if the proposal is approved for funding, we will work to ensure the project’s overall success.

Yours sincerely¹

Name in capital

letters: Function:

Official stamp

¹ The signatory person has to be an elected representative with authority to sign for the Partner. In case the Partner institution has no elected representatives, the signing person must be in the position to commit the institution’s resources to be engaged in the project

(staff, budget, etc.).