April 15, 2020

Project Director

Applicant Organization

City, State

Dear Project Director:

[Optional short introduction describing partnering organization’s mission and its interest in project]

We commit to participating in and supporting [Lead Institution PI Name] of [Lead Institution] on the proposal entitled [Project Title], for the time period of [include dates of commitment within proposed project period] in the following way:

Person 1 will …. (describe role: what the person will do, time commitment)

Person 2 will …. (describe role: what the person will do, time commitment)

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

Sincerely,

[signature of AOR]

Name of AR (Authorized Representative)

AR’s Title (e.g., Executive Director)

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