**On letterhead of partnering organization**

Date

**Partner organization’s Name**

Partner organization’ s Address

**To: GWupstart Team at the Honey W. Nashman Center for Civic Engagement & Public Service**

I write on behalf of [partner organization’s name] in support of the proposal to the GWupstart for a grant to fund the [project’s name] led by [Name of the Student] to [here you enter your main project goal and the target community].

As an organization which *[here you ask the Partnering Organization to please describe*

*their ongoing or past efforts to address the social issue that you are working on, involvement with the target community, previous relationships with your organization or the community members].*

Through this letter, we acknowledge specific roles and responsibilities we will fulfill in

this partnership. In the event this proposal is funded, we would expect our role in the

[your project’s name] to include:

* [describe here what else you expect the partnering organization to do]

[The community partner organization’s name] will take responsibility to support the [Your Project’s Name] ‘s mission through the following activities, [describe here the main activities of your project that you will be leading].

We look forward to working with you in our community and achieving [project goals].

Sincerely,

[Name of responsible person in partnering organization]

[Title of responsible person in partnering organization]

[Name of partnering organization]

[Address of partnering organization if not in letterhead]