FREE LETTER PACK

Letter of Support Templates for Grants (Free PDF)

Three fill-in letter of support structures, a request sheet to send to the person writing the letter, a fictional example and a check to run before you attach it.

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> A letter of support shows a funder that someone outside your organization backs the project and, where it applies, has agreed to do something specific for it. If the funder says who the letters must come from, how many are allowed, or what they must contain, follow those instructions first. Use these structures when they do not.

One rule before anything else

A letter of support must be written, or reviewed and approved, and signed by the supporter. You can send a draft or talking points to make it easy for them. You cannot write a letter and attach someone's name to it without their approval. Never invent a letter, a signature or a commitment.

Letters needed for this application

Funder and program:

What the funder's instructions say about letters:

Date letters are due to us:

Supporter	Type of letter	Asked on	Received	Signed and on letterhead

Request details to send to the letter writer

Fill this in and send it with your request. A writer who has these details can produce a specific letter quickly.

Project title:

Funder and program name:

Who the letter should be addressed to:

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Two-sentence project summary:

What we are asking you to confirm or commit to:

Facts about our work together that you may wish to mention:

Format the funder requires (letterhead, signature, length, file type):

Date we need the letter, and who to send it to:

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Letter 1: Partner organization

Use this when an organization has agreed to take part in the project. The commitment paragraph matters most.

Partner organization and signer (name and title):

Paragraph 1, who the partner is and that it supports this named project:

Paragraph 2, history of working together, with one concrete fact:

Paragraph 3, what the partner will do or provide. List each commitment.

Commitment (staff time, space, referrals, data, funds, services)	Amount or frequency	Period

Paragraph 4, why the project matters to the people the partner serves:

Closing, contact details and signature:

Letter 2: Community member or participant

Use this when a person with direct experience of the need or the program speaks in their own words. Keep it short and personal. Ask permission before sharing any personal details, and let the writer decide what to include.

Writer (name, and connection to the community or program):

Paragraph 1, who they are and how they know the organization:

Paragraph 2, what the need looks like from where they stand:

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Paragraph 3, what the program has meant, or would mean, for them or their neighbors:

Closing, a plain statement of support and signature:

Letter 3: Elected or public official

Use this when an official's office is willing to support the project. Offices often have their own process and lead time for these requests, so ask early and follow their process.

Official and office:

Staff contact for the request:

Paragraph 1, the office's support for the named project and applicant:

Paragraph 2, the need in the district, city or county, as the office sees it:

Paragraph 3, how the project fits local plans or priorities:

Closing and signature:

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What makes a letter strong

Weak	Strong
General praise for the organization	Names this project and this funding program
"We fully support this important work"	States what the supporter will do, how much and when
Same wording as the other letters	Written in the supporter's own voice
No sign of a real relationship	Mentions a specific shared history or result
Unsigned, or signed by someone with no authority	Signed by a person who can make the commitment
Commitments that do not appear in the proposal	Matches the narrative and budget exactly

Example

This example is fictional. It shows the level of detail to aim for in a partner letter.

Dear Review Committee,

Example Valley School District supports the application from Example Youth Mentoring Project to your Youth Success program for its After-School Mentoring Initiative.

We have worked with Example Youth Mentoring Project since 2022. Last school year its mentors met weekly with 40 students at two of our middle schools.

If the project is funded, the district will: provide two classrooms at each participating school, two afternoons a week, at no charge for the full grant period; assign one school counselor per school to refer students, about two hours a week; and share attendance data for participating students each semester, with family consent.

Our counselors tell us that students ask for more one-on-one time with a caring adult than our staff can give. This project would help meet that request.

Sincerely, Jordan Example, Assistant Superintendent, Example Valley School District

Before you attach each letter

- [ ] The supporter wrote it or reviewed, approved and signed it
- [ ] It names the project and the funder or program
- [ ] It is addressed the way the funder asks
- [ ] Commitments are specific: what, how much and for how long
- [ ] Commitments match the proposal narrative and the budget
- [ ] It is on letterhead and signed by someone with authority, if required
- [ ] It does not repeat the wording of our other letters
- [ ] It meets the funder's length, format and file rules
- [ ] We have thanked the writer and will tell them the result

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Want help with this? The Complete Grant Architect is a free 16-week grant writing course, and you can hire a grant writer for your next proposal. Both are at subthesis.com.

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