Match Letter Commitment

**[Your Organization's Letterhead]**

[Date]

[Grantor’s Name]  
[Grantor's Title]  
[Granting Organization]  
[Address]  
[City, State, ZIP]

Dear [Grantor's Name],

I am writing on behalf of [Your Organization's Name] to submit our application for the [Grant Program Name] and to confirm our commitment to the required match funding for the proposed project, **[Project Title]**. We are confident that this project aligns with the objectives of your grant program and will contribute to [specific outcomes or goals related to the grant program].

**Covered Activities**

The activities covered by this grant will include [list the main activities of the project, e.g., project planning, development, implementation, community outreach, training, research, etc.]. These activities are aligned with the goals of your grant program, specifically in [mention how the activities align with the grant program's priorities or focus areas].

**Source of the Match Commitment**

We are pleased to confirm that the total match commitment for this project will come from the following sources:

* **[Source 1 (e.g., Private donations, in-kind contributions, other grants)]**: $[Amount]
* **[Source 2 (e.g., Partner organizations, local funding, etc.)]**: $[Amount]
* **[Source 3 (e.g., Organizational funds, revenue from services, etc.)]**: $[Amount]

These funds will be used to match the requested state share and will be dedicated specifically to the activities outlined above.

**Date the Match Commitment is Available**

The match funding will be available starting on [insert date]. We have secured formal commitments from our funding partners, and we are prepared to begin the project as soon as the grant is awarded.

**Total Project Costs**

The total estimated costs for the project are $[Total Project Cost], which will cover all associated expenses including [list categories of costs, such as staff, equipment, materials, etc.].

**Requested State Share**

We are requesting a total of $[Amount] in state funding from the [Grant Program Name] to support the project. This funding will be used to complement the match funding, ensuring the successful execution of the activities and achieving the desired outcomes.

**Total Match Commitment**

The total match commitment for the project is $[Total Match Commitment], which will cover [state the portion of project expenses this amount covers, e.g., half of total costs, specific components of the project]. This match commitment demonstrates our dedication to the success of this project and aligns with the requirements outlined in the grant application.

**Conclusion**

We are excited about the opportunity to collaborate with [Granting Organization] on this impactful project and are confident that the combination of the requested state share and our match funding will allow us to achieve the project’s goals. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional details or have questions.

Thank you for considering our application. We look forward to the opportunity to move forward with this important work.

Sincerely,  
[Your Full Name]  
[Your Title]  
[Your Organization's Name]  
[Your Contact Information]

**Complete the match table below**

|  |  |  |
| --- | --- | --- |
| **Source(s) of Match** | **Cash or In-Kind?** | **Amount of Match** |
|  |  |  |
|  |  |  |
|  |  |  |