**Match Letter Template**

{Remove this text: The grant recipient must show evidence of matching support of at least 25 percent of the total budget in the form of cash or in-kind contributions. See Section 3.3 for more information regarding match requirements.}

*{Place on official School District/Agency/Organization Letterhead}*

{Date}

{Name of Entity Providing Match}

{Address}

{City, State, ZIP}

To Erica Antonson, Acting Branch Chief, Grants Management Operations Branch:

The {Organization Name} commits to providing {total $ amount which must match what is in budget} in matching funds for {applicant’s name} in their project, {“Project Title”}

The {total $ amount} matching funds will be provided during the project’s period of performance. This amount will be distributed as {Describe the source of match, what expenses are being provided, e.g., in-kind personnel expenses, garden supplies, etc., and how the calculation was derived} towards the completion of the project.

Should there be any questions regarding this letter, please contact us at {contact information}.

Sincerely,

{Signature}

{Name of Director, CEO, etc.}

{Contact information}