

Sample Match Letter

[NOTE: Match letters should be on the supporting organization's official letterhead]

November 1, 2023

Samplesville Garden Club
123 Main Street
Samplesville MS 11111

To Gregory Walton, Chief, Grants Management Operations Branch:

The Samplesville Garden Club commits to providing \$4,500 of in-kind matching funds from non-federal sources for our project, "Growing Samplesville Together" under the Implementation track.

The \$4,500 in matching funds will be provided during the project's period of performance, specifically between September 2023 and July 2024. This amount will be distributed as in-kind volunteer time (5 volunteers x 60 hours each volunteer during the project period x \$15 per hour) towards the completion of the project.

Should there be any questions regarding this letter, please contact me at john@samplesvillegc.org.

Sincerely,

John Samples

John Samples
Executive Director, Samplesville Garden Club
(123) 456-7890
john@samplesvillegc.org