Partnership Letter Template | Farm to School Grant Program | Fiscal Year 2026

{Remove this text: Partnership applicants are required to submit two partnership letters with their application. A partnership letter is not required from the coordinating entity. If the coordinating entity is not a CNP operator/administrator, then **at least one of their partners *must* be a CNP operator/administrator and one of the letters must be from that entity.** The partnership letter must not exceed one page in length. Any additional letters over the two-letter limit will not be considered. See Section 4.7 for more information regarding partnership letter requirements.}

{Place on Partner Letterhead}

{Date}

{Partner Name}

{Street Address}

{City, State, ZIP}

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

The {Partner’s Name} provides this letter to indicate our commitment to serve as a partner for {applicant’s name} in their Farm to School project, {“Project Title”}. {Provide information about the Partner, including the role and responsibility in achieving the project, and experience and expertise with executing the assigned role}. {If applicable, identify the specific CNP(s) that the partnering organization operates}. Any combination of one or more of the programs NSLP, CACFP, SFSP, and/or the SBP is acceptable.}. {Partner Name} is committed to the project through the entire period of performance {explain how}.

Sincerely,

{Signature}

{Name of Director, CEO, etc.}

{Contact information}