

SCCOE requests letter of support from External Agency

When SCCOE requires a letter of support from an external agency, SCCOE will send a template letter to the external agency to review and sign.

SCCOE in this case is the applying for the grant.

The items which must be included in the external agency's template letter are listed in [AR 3291](#), under the paragraph titled: ***"Requests from the SCCOE for Letters of Support"***.

The external agency would review and copy the letter onto their own letterhead; then gather signatures from the appropriate signatory.

As an example of the language to write in the email to the external organization requesting their support, see below:

"Attached please find the draft letter of support for your review and edits. Please place on organizational letterhead, sign, scan, and send back before _____. Thank you for your partnership."