

To be placed on External Agency's letterhead  
And signed by External Agency

Date

Name of Funding Authority Point of Contact

Title of Funding Point of Contact

Address

City, State Zip code

Re: [Project/Program/Funding Opportunity Title]

Dear [Name of Funding Authority Point of Contact],

I am writing on behalf of [organization name] to express support of Santa Clara County Office of Education (SCCOE) as the lead applicant in the [project/opportunity title] grant of the [funding authority name].

[Please provide a concise description of your organization/agency including mission, goals, and/or existing initiatives as it relates to the proposed project goals. If applicable, include relevant details regarding partnership with the SCCOE to advance these initiatives].

We look forward to partnering with SCCOE by actively supporting the activities of the [project/ opportunity title] grant. This includes the following activities:

- List project activities for which the partner will provide support such as advisory roles, thought partnership, referrals, resource sharing, etc.

We look forward to this close partnership with the SCCOE and serving as a/n [insert role] for the proposed program. The proposed program provides a robust opportunity to increase insert details. The SCCOE's leadership and dedication to [project's target population] in Santa Clara County is evident through their grant proposal and we fully endorse this proposal.

Sincerely,

Printed Name, Title  
Organization Name