**(Insert Partner Organization’s Letterhead)**

(Date)

California Department of Forestry and Fire Protection (CAL FIRE)

Urban & Community Forestry Program

P.O. Box 944246, Sacramento, CA 94244-2460

(916) 651-3289 / (916) 653-8957 fax

Re: Partnership Letter of Commitment for (Insert Applicant’s Organization Name and Project Title),

Dear CAL FIRE Urban and Community Forestry Program Grant Review Team,

I, (your name) of (company/organization name), am writing on behalf of (grant applicant’s name) to express commitment to support their grant application for (project name), whose goal is to (goal of project).

This project is important to me because (explain interest). Our organization will be involved in this project by (state your role in the project). Our contributions will include (provide specific and clearly listed contributions to the project):

* Contribution #1
* Contribution #2
* Etc.

CAL FIRE’s support will enable us to (explain the project’s objectives: specific actions and measurable steps taken to achieve the project’s goals). I believe this project will be successful because (explain the applicant’s qualifications and abilities to successfully complete the project).

I have worked with (Applicant Organization’s Name) in the past on (nature or relationship; cite specific collaborations and successes you achieved with the applicant in the past), and I am confident that (he/she/they) will deliver as promised.

I am available to answer any questions. Thank you for your consideration.

Sincerely,

(Partner Representative Signature)

\*A signature is required for the Letter of Commitment upon submission. If the letter represents more than one person/organization, each individual/organization must sign the letter.

(Partner Representative Full Name)

(Partner Representative Title and Organization)

(Partner Email Address and/or Phone Number)