[DATE]

ATTN: Gretchen Chavez

Office Chief

Clean California Local Grant Program

Office of Innovative Programs

Division of Local Assistance

RE: [Project Name] Letter of Third-Party Local Match Commitment

To Ms. Chavez:

This letter is to express [NAME OF CONTRIBUTOR]’s support and commitment to

[NAME OF GRANT APPLICANT]’s [NAME OF PROJECT].

[BRIEF DESCRIPTION OF CONTRIBUTOR AND ITS SUPPORT OF THE APPLICANT’S PROJECT].

[DETAILED DESCRIPTION OF THE SUPPORT CONTRIBUTOR COMMITS TO PROVIDING, INCLUDING BUT NOT LIMITED TO:

* AMOUNT OF MONEY THAT WILL BE PROVIDED or THE GOODS/SERVICES INCLUDED WITH THE IN-KIND MATCH
* IF PROVIDING IN-KIND GOODS/SERVICES, RETAIL VALUE OF THOSE GOODS/SERVICES
* COMMITMENT TO PROVIDING THESE CONTRIBUTIONS IN TIME SO THAT THE PROJECT DELIVERY DEADLINE OF JUNE 30, 2026, CAN BE COMPLETED
  + There will be no extensions to this deadline.
* CONTACT INFORMATION (I.E., NAME, PHONE NUMBER, AND EMAIL ADDRESS) OF THE CONTRIBUTOR
  + This can be in the body, header, or signature block of this letter.

Sincerely,

NAME

TITLE

CONTRIBUTOR NAME

**Below is an example of a letter of commitment. If you are using this template, please do not include this example in the final letter.**

April 30, 2023

ATTN: Gretchen Chavez

Office Chief

Clean California Local Grant Program

Office of Innovative Programs

Division of Local Assistance

RE: [CCLGP project name] Letter of Third-Party Local Match Commitment

To Ms. Chavez:

This letter is to express XYZ Community Partnership’s support and commitment to the City of ABC’s [CCLGP project name].

XYZ Community Partnership (XYZ) is a community-based organization working to bring about impactful improvements to its surrounding area. XYZ pledges its support to the [CCLGP project name] because this project will help the community to [detail benefits to community].

XYZ will support the project with [list exact money amount being provided and/or specific goods/services provided and their corresponding retail value. Provide details.] We commit to partnering on this project and providing our match in time for ABC to complete their project by June 30, 2026. If you have any questions, please contact me at Sam.Smith@xyz.com or (555) 555- 5555.

Sincerely,

SAM SMITH

EXECUTIVE DIRECTOR

XYZ COMMUNITY PARTNERSHIP