

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my wholehearted endorsement of [Applicant/Project Name] for the [Grant Name] grant. I believe that the contributions of this project will have a significant impact on [briefly describe the expected outcomes and importance].

[Add a paragraph detailing your support and how the applicant/project aligns with your mission or goals. Include any relevant experiences or collaborations that support your endorsement.]

In conclusion, I strongly encourage you to consider [Applicant/Project Name] for funding. Please feel free to reach out if you need any further information.

Thank you for considering this important project.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]