

Funding Agreement Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that [Your Organization's Name] has approved funding for your social service program, [Program Name]. This funding is intended to support your initiatives aimed at [brief description of the program's goals and objectives].

The total amount of funding granted is [Insert Amount] and will be disbursed as follows:

- Initial payment of [Insert Amount] upon signing of this agreement.
- Subsequent payments of [Insert Amount] on [Specify terms or milestones].

In accepting this funding, you agree to the following terms and conditions:

1. Funds must be used exclusively for the purposes stated in your proposal.
2. A progress report must be submitted by [Insert Due Date].
3. We reserve the right to review your financial records related to the funding upon request.

Please sign below to acknowledge your acceptance of this funding agreement and return a copy of this letter by [Insert Return Date]. If you have any questions, feel free to reach out at [Your Contact Information].

Thank you for your commitment to serving our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Contact Information]

Accepted by:

_____ [Recipient's Signature]

Date: _____