**DRAFT**

**Farm to Community Food Hubs Grant Program**

**Track 1 Planning and Piloting**

**Optional Letter of Support Template**

Modify this template to better suit your specific needs or to include more detailed information about the project and partnership. At minimum, the letter of support should describe:

* The nature of the relationship/partnership between the person signing and the grant applicant
* Why the person signing thinks the project is important
* Why the person signing believes the applicant will complete the project successfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[signer’s organization letter head or logos]**

Dear California Department of Food and Agriculture,

I am writing to express my support for the **[Applicant’s Organization/Name]** and their proposal titled **[Project Title**], which is being submitted to the Farm to Community Food Hub Grant Program.

Our partnership with **[Applicant Organization/Business Name]** has been **[briefly describe the nature and history of the partnership, e.g., shared projects, ongoing collaboration, etc.].**

The proposed project addresses **[briefly explain the project and its significance].** The project will **[outline the expected outcomes and impacts].** **[Briefly describe why the proposed project is important, such as any relevant issues or challenges the project seeks to address].**

I am confident in **[Applicant’s Organization/Business Name**]’s ability to successfully carry out this project because **[briefly describe why the applicant will complete the project successfully].** Thank you for considering this application.

Please do not hesitate to contact me if you require any further information or clarification. You can contact me at **[email address and/or phone number].**

Sincerely,

**[signer’s full name]**

**[signer’s work title]**

**[signer’s organization name]**

**[signer’s work address]**

**[required: signer’s signature. “wet”, digital, or e-signature]**