April 20, 2020

Michael Costigan

Acting Director

Bureau of Justice Assistance

810 7th St. NW

Washington, D.C. 20531

Dear Mr. Costigan:

The [insert your agency’s name] supports [insert applicant’s name] application in response to the [insert name of the solicitation]. [Insert a description of your agency].

[Insert applicant’s name] is faced with [insert a description of the problem to be addressed by the grant]. This letter demonstrates our agency's commitment to the planning and implementation of the proposed initiative.

[Insert your agency’s name] will serve as the [insert role in the grant]. In this capacity, the agency agrees to [insert a complete list of planning and activities you will participate in].

We look forward to collaborating on this project. We anticipate our participation in the project will amount to [insert percent of time] of our assigned staff’s time.

Sincerely,

[name]

[title]