

LETTER OF SUPPORT FOR INDIVIDUALS

Thank you for agreeing to provide a letter of support for the Fairbanks Senior Center's CDBG Proposal project. We will be using this letter in our CDBG Proposal packet to the committee. Below are a few tips that may help you when preparing your letter of support. Please contact me if you have any questions or concerns. We are hoping to receive all signed letters by Tuesday, September 15th.

- Please limit to a single page if possible.
- Address the letter to Community Development Block Grant Committee.
- Please do not date the letter.
- Please include your personal connection to the Fairbanks Senior Center. For example:
 - You or your family have received services from a Fairbanks Senior Center program;
 - You're been a volunteer, or donated to the Fairbanks Senior Center; and/or
 - You just care about the seniors in our community!
- Traditionally, a letter of three paragraphs tends to work best within the spatial limitations.
- One common format includes:
 - Paragraph 1 – Introduce yourself
 - Paragraph 2 – State why you support the Fairbanks Senior Center – Personal Connection
 - Paragraph 3 – Provide definitive statement of support and impact of the project on the community.
- Please sign letter
- If possible, please provide letter via e-mail in pdf format.

[EXAMPLE SAMPLE LETTER OF SUPPORT]

Community Development Block Grant (CDBG) Committee
800 Cushman Street
Fairbanks, AK 99701

To Whom it May Concern,

Re: Letter of Support for Fairbanks Senior Center's CDBG Proposal

As a resident of the Fairbanks North Star Borough, I'm writing to you to express my support of the Fairbanks Senior Center's proposal for the Community Development Block Grant (CDBG).

I strongly support their CDBG proposal which will fund the critical renovations needed for the Fairbanks Senior Center. The building renovations are long overdue, and will increase the Center's capacity in provide essential service to the elders of our community.

[Please describe your personal connection to the Fairbanks Senior Center, and how that connection has made a difference in your life].

I encourage the committee to approve the Fairbanks Senior Center's proposal which will enable them to provide services to the increased number of seniors in our community. Our elders are responsible for making the Fairbanks North Star Borough the fine community we enjoy today. We now have the opportunity to thank them for all that they have done to make our town a better place to live and work by ensuring that they have access to the essential services that the Fairbanks Senior Center offers.

Sincerely,

[Name]