

SAMPLE LETTER OF SUPPORT FOR ORGANIZATIONS

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 prepare the letter on your organization's letterhead and limit to a single page if possible.
- Address the letter to Community Development Block Grant Committee.
- Please do not date the letter.
- Please refer to Fairbanks Senior Center's CDBG Project by name when preparing the letter
- If you or your organization has donated cash or in-kind to the Fairbanks Senior Center in the past or are planning on donating in the future, please be specific about the nature of your support in the letter.
- Traditionally, a letter of three paragraphs tends to work best within the spatial limitations.
- One common format includes:
 - Paragraph 1 – Introduce yourself and your organization
 - Paragraph 2 – State why you or your organization supports the Fairbanks Senior Center
 - Paragraph 3 – Provide details of your donation or future donation, supporting the project. 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,

Our community is more than an assortment of buildings and businesses. Our community is the result of the hard work and determination of our pioneers. Therefore, as a local business owner of Golden Heart Gallery, I am honored to provide this letter of support for the Fairbanks Senior Center's CDBG Project Proposal and their efforts to obtain the critical renovations that are required to continue to provide services to the elders of our community.

For almost 50 years, the Fairbanks Senior Center has worked to improve the lives of the seniors in our community. The building renovations at the Senior Center are long overdue. By approving their proposal, the Center will be able to increase their capacity to meet the needs of our senior population. The data from the recent Senior Needs Assessment, showed that our senior population will rapidly increase over the next 15 years, and that the Interior of Alaska has tremendous holes in wrap-around services. Further, the report went on to explain that there is a large population of seniors in the rural areas of our community, such as Goldstream, that will be disproportionately impacted. Our organization recognizes that the Fairbanks Senior Center is uniquely positioned to reach vulnerable seniors in these rural areas. We know that, if provided with the necessary building renovations, that all seniors in the Interior will have increased access to the Center's many services and programs.

I strongly urge the CDBG Committee to approve the Fairbanks Senior Center's Proposal which will be necessary to prepare for the increased number of seniors in our community.

Sincerely,

Shirley Smith, Owner
Golden Heart Gallery