

**SAMPLE**  
**Letters of Commitment Cover Letter**



Ember Falls HOA  
1213 Jackpot Ravine  
Ember Falls, CA 99999  
Phone #: (916) 648-3615  
Fax #: (916) 648-3601

California Fire Safe Council  
502 W. Route 66, #17  
Glendora CA 91740

February 23, 2010

RE: Project Name: Brush Bash 2011  
Summary of Letters of Commitment

Dear California Fire Safe Council:

Attached are four Letters of Commitment to this grant project from several cooperating organizations. The total value of matching funds and in-kind services to be provided by these organizations is \$8,470, comprised of the following:

<b>ORGANIZATION or INDIVIDUAL</b>	<b>MATCHING FUNDS</b>	<b>IN-KIND GOODS AND/OR SERVICES</b>	<b>TOTAL</b>
APPLICANT: Ember Falls HOA	\$0	\$7,560	\$7,560
Sawmill Sub Shop	\$0	\$200	\$200
Charred Fork Cafe	\$0	\$160	\$160
Design-a-Sign	\$0	\$550	\$550
<b>TOTALS</b>	<b>\$0</b>	<b>\$8,470</b>	<b>\$8,470</b>

We believe that the contribution of these matching funds and in-kind services demonstrates the community support we have for this project, and we hope that this will support the selection of our project for funding.

Sincerely,

*Mel Rother*

Mel Rother  
Project Contact