

Jan 23, 2018

To our Amazing Community Partners:

Thank you for being a vital part of Clothing INC in 2017. Our mission is to provide free clothing to people in need and you are helping make this happen. I am in the process of writing grants to help us pay our lease and operating expenses for the next year while working to make an impact on targeted groups in need, such as area school children, abused, disabled, homeless, fire victims and low income.

Grant applications ask for letters of support from people or partnering agencies who can share what impact we have made on their organizations and the people they serve. If you feel you can write a letter of support that shares how Clothing INC has helped your organization in 2017, I would GREATLY appreciate it. You may email it to me at [kaye.peasley@gmail.com](mailto:kaye.peasley@gmail.com) or snail mail to Kaye Peasley, 746 S Shepherd Rd. Mt Pleasant, MI 48858. It would be helpful if I could receive the letter of support by the end of February. My cell is 989.506.1414.

I downloaded from a grant link possible information that might be included in a support letter. You may use it or make up your own. THANK YOU FOR CONSIDERING THIS MONUMENTAL TASK! Please feel free to contact me with any questions or further direction.

Blessings! *Kaye Peasley*

*“Letters of support should be enthusiastic and have convincing details. Writers should tailor the details in their letters to their unique positions, entities, mission, and goals. The details should illustrate how the work of the grant affects their Clothing INC's ability to achieve its mission and/or goals.*

*1<sup>st</sup> Introductory Paragraph: Briefly in 2-3 sentences express enthusiasm and endorsement of grant application.*

*2<sup>nd</sup> Explanatory Paragraph: Explain why you support this project based on your position. What exactly is your entity getting out of this? Why is it relevant? If you have a history of collaboration with the grant applicant or the grant applicant's organization, mention that. Give convincing details on how the grant funding would help your entity to realize a goal, be good for your specific population, and/or fill a gap (in services or knowledge).*

*3<sup>rd</sup> Commitment Paragraph: If applicable, note any contributions (staff, facilities, services) that your organization is committing to the project. There are two types of commitment: cost and resources. If applicable, clarify your organization's plans to sustain the work of this grant beyond its end.*

*4<sup>th</sup> Closing Paragraph: Briefly in 3-4 sentences re-confirm that you are giving your fullest support/commitment, and end on a positive note, such as that you highly recommend this project to sponsors and look forward to hearing about its success.*

*Sincerely,  
Name & Title  
Entity*