

SAMPLE LETTER OF COMMITMENT

[Put letter on organization/agency letterhead]

[Insert date]

Willie Logan
President, CEO Triple R, Inc.
490 Opa-locka Boulevard, Suite 20
Opa-locka, Florida 33054

Re: Letter of Commitment to Develop a Hub-and-Spoke Recycling System in Southeast Colorado

Dear Mr. Logan:

I am writing to express my support for the Triple R, Inc. RREO grant application to develop a Hub-and-Spoke recycling network in southeastern Colorado.

[Insert organization name and description of organization]

{*EXAMPLE – ORGANIZATION is a 501 (c)(3) non-profit organization that provides a wide array of waste diversion services in the region, including curbside recycling service.*}

[Insert organization name] will provide the following services in conjunction with the proposal submitted by Triple R, Inc. to the RREO Grant Program.

- [Insert name and description of service] *Describe how your organization or business will help develop and sustain the Hub-and-Spoke recycling system being proposed.*

[Insert organization name] is excited to support this proposal by Triple R, Inc. by leveraging the following resources: [Describe any resources you will commit as part of the proposed project] We will work collaboratively with Triple R, Inc. to ensure our goals are aligned with the goals of the grant proposal, including efforts to track and report on outcomes. We believe our support and commitment will significantly improve the availability of recycling service in the region and we look forward to working with you on this exciting endeavor.

We wish you luck on your application.

Sincerely,

INSERT NAME [must be someone authorized to make the commitment on behalf of the agency]
INSERT POSITION