Organization’s letterhead

Date

Organization contact name

Organization name

Organization address

Dear Grant Application Review Committee:

I write on behalf of [partner organization’s name] in support of the [your organization’s name] proposal to the Washington State Department of Health for a grant to [plan for or operate] a school-based health center at [school’s name] to reduce health disparities in the [your target community’s name].

We strongly support this grant application and the focus on reducing health disparities among [target population] by increasing access to age-appropriate and culturally relevant medical and behavioral health services. As an organization which [here you ask the Partnering Organization to describe efforts to reduce health disparities, involvement with the target community, and relationships with your organization].

Through this letter, we acknowledge specific roles and responsibilities we will fulfill in this partnership. In the event this proposal is funded, we would expect our role in the [your project’s name] to include:

* Forming a genuine partnership to reduce health disparities in our community. One of our representatives would be designated to work on this effort.
* [describe here what else you expect the partnering organization to do]

We look forward to working with you in eliminating heath disparities in our community and achieving health equity.

Sincerely,

[Name of responsible person in partnering organization]

[Title of responsible person in partnering organization]

[Name of partnering organization]

[Address of partnering organization if not in letterhead]