

Sample:

Letterhead of Financial Partner

Date

Next Level Trails Grant Program Staff  
Department of Natural Resources  
402 West Washington Street  
Indianapolis, IN 46204

Re: Pufferbelly Trail Project: Ice Way to Washington Center Road

Dear Program Staff,

This letter confirms (please insert the name of your company or foundation) financial commitment for the Pufferbelly Trail Golden Spike Section. Should this project be funded by the Next Level Trails Program, we will provide a portion of the local match for the project. Our portion of the match will be (please insert funding committed to this project), and we have the funding available to provide this match.

Over the past decade the City of Fort Wayne, Allen County government, Fort Wayne Trails, Inc., and the Town of Hometown have worked together to construct the Pufferbelly Trail, with additional support from individuals, local organizations, and businesses. This trail section is a portion of the state's visionary plan for a trail to stretch from Ouabache State Park to Pokagon State Park in northeastern Indiana. The specific project will provide the connecting piece in Allen County for this regional trail from the far south side of Fort Wayne to the Dekalb County line and will create an interconnected system of over 115 miles of trails in our community.

Sincerely,

Ms. Business Owner  
1122 Anystreet Avenue  
Fort Wayne, IN 46802