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**State of California**

**California Department of Food and Agriculture**

**Office of Farm to Fork**

**Farm to Community Food Hubs Grant Program**

**Track 1 Letter of Support Template**

**Instructions**. Refer to the instructions in the Letter of Support section of the Track 1 Planning application. Modify this letter of support template to better suit your specific needs. Please indicate whether the person/organization signing the letter of support is a California food producer or another type of community supporter. **All letters of support must be signed with a “wet” or e-signature to count**. The letter of support should describe:

* The background of the person/organization signing
* The nature of the relationship/partnership between the person signing and the grant applicant
* Connection between the person/organization signing and the communities being served by the project
* Why the person signing thinks the project is needed and important

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**[signer’s organization letter head or logos, if any]**

Dear California Department of Food and Agriculture,

I am writing to express my support for the **[Applicant’s Organization/Name]** and their proposal titled **[Project Title**], which is being submitted to the Farm to Community Food Hub Grant Program.

**[My/our]** organization is a **[brief description of what the organization is, e.g., farmer, ranching business, community-based nonprofit, etc.**] that **[brief background of the organization’s role in food systems or in local community].**

Our relationship with **[Applicant Organization/Business Name]** has been **[briefly describe the nature and history of the relationships, e.g., shared projects, previous business relationship, ongoing collaboration, etc.].**

The proposed project addresses **[briefly explain the project and its significance].** The project will **[outline the expected outcomes and impacts].** **[Briefly describe why the proposed project is important, such as any relevant issues or challenges the project seeks to address].**

I am confident in **[Applicant’s Organization/Business Name**]’s ability to successfully carry out this project because **[briefly describe why the applicant will complete the project successfully].** Thank you for considering this application.

Please do not hesitate to contact me if you require any further information or clarification. You can contact me at **[email address and/or phone number].**

Sincerely,

**[signer’s full name]**

**[signer’s work title]**

**[signer’s organization name]**

**[signer’s work address]**

**[required: signer’s signature. “wet” or e-signature]**