(Affix letter onto institution’s letterhead)

(Insert date)

Name of Project PI

Address

Phone Number

E-mail Address

Re: Letter of Commitment to Partner with (PI organization name) on the 2019 LASER PULSE RFA

Dear (PI’s Name):

XXXX (Title of your organization) is submitting this Letter of Commitment to XXXX (PI organization’s name) to express our support for XXXX (Name of the project) being submitted in response to the 2019 LASER PULSE Request for Application titled “Research and translation to address challenges in basic education, food security, and water security in East Africa”

Our organization will participate as your research translation partner covering XXXX (define roles/activities).

Established in (insert year), (organization name) is serving the (geographical region/country) and implementing projects such as: (list as a description, the relevant accomplishments). This program/s have been executed for (number of years). More recently, we have successfully implemented a number of transformative interventions: (insert one or two other accomplishments of entire organization).

Our organizational budget for proposed activities amount to XXXX (dollar amounts). **(Please note that government institutions cannot have a budget)**.

(Insert organization name) will also commit resources XXXX (list as X amount of $ and/or other in-kind resources, e.g. grant support, contributions, in-kind, volunteer, volunteer staff help, etc.) as cost share to the project. (**Only insert this paragraph if your organization is contributing to cost share; be sure to provide the dollar value of the cost share as indicated in the budget**).

We look forward to collaborating with you on this important project.

Sincerely,

Signature **(must be for personnel authorized to make a commitment on behalf of the institution)**.

Insert Name

Title

Name of organization Address

Phone Number

E-mail Address

**Note: This Letter of Commitment should be sent to the Project PI by research translation partner.**