

Letters of Support and Memoranda of Understanding Templates

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Overview

Many federal funding opportunities require applicants to submit supporting documentation demonstrating collaboration, organizational capacity, or community support. Common supporting documents include Letters of Support (LOS), Memoranda of Understanding (MOU), and Letters of Commitment (LOC). While these documents may appear similar, they serve different purposes. This guide explains the purpose of each document, appropriate use, and compliance considerations for each document. In addition, the guide includes templates and examples to help applicants prepare these documents.

Letters of Commitment typically denote a commitment of assets or services that have a cash value, including (when eligible) in-kind contributions valued using fair market prices. As such, letters that provide specific cash-value contributions or commitments are governed by 2 CFR 200. For more information on Letters of Commitment and their role in federal applications, please visit MTAP's other resource, [Letters of Commitment](#).

LOSs and MOUs are not governed by 2 CFR 200. If either document contains a commitment of resources, then it must comply with 2 CFR 200.306 (cost sharing/match) and 2 CFR 200.434 (contributions/donated services), like a LOC, and will often be submitted as a LOC, unless stated otherwise by the awarding agency.

Both Letters of Support and MOUs play important roles in the pre-award application process, but it is important to understand the differences between each document and recognize where deployment of each is appropriate. Agencies rely on a letter of support to confirm the project's benefit or demonstrate applicant reliability up front. Agencies rely on a memorandum of understanding as evidence that the applicant has secured a required or necessary partnership and can clearly delegate roles and responsibilities while remaining compliant with federal guidelines.

Letter of Support

A Letter of Support does not provide a commitment of funding support, rather, it shows support for the project from reputable sources such as local government officials, congressional representatives, community leaders and other such authority figures. The letter acts as an endorsement that confirms a project's community value or may be used as a testimonial to the credibility of the applicant.

When to use a Letter of Support:

- » To demonstrate political or community backing.
- » To show alignment with regional priorities.
- » To strengthen narrative competitiveness.

A strong Letter of Support should:

- » Clearly present identifying information about the supporting party and relevance to the project.
- » Explicitly state endorsement of the project goals, community benefits, alignment with local priorities or provide a testimony to awardee credibility.
- » State the importance of the proposed project and outline potential disbenefits if the project were to remain unfunded.

Memorandum of Understanding

A Memorandum of Understanding is a formal, non-binding document outlining the shared goals, responsibilities, and roles of partnering organizations, and is only used when required by the awarding agency or NOFO. It differs from a Letter of Commitment because an MOU is a mutual, multi-party agreement, whereas a LOC is a unilateral declaration of specific contributions.

When to use a Memorandum of Understanding:

- » To formalize collaboration with project partners (when required by the funding opportunity).
- » To clarify roles and responsibilities before application submission.
- » To demonstrate project readiness and to maintain listed roles, responsibilities, and timelines .

A strong Memorandum of Understanding should:

- » Clearly identify each entity and its legal authority to participate.
- » Describe the scope and purpose of the project and the nature of the collaboration.
- » Outline division of tasks, deliverables, roles, and coordination mechanisms between the participating entities.
- » Define governance and decision-making structures.
- » State duration and termination dates, including renewal terms and exit procedures.
- » Clarify that the MOU does not obligate funds unless explicitly stated, and if such resources are committed, they are compliant with 2 CFR 200.306 and 200.434.

Before drafting or finalizing any document, review the funding agency's specific guidance on the type of document(s) necessary for the application.

Key compliance areas to verify when preparing an MOU:

- » Formatting (Letterhead requirements, page limits, file format)
- » Authorized signatory rules (e.g., legal counsel, CFO)

- » Required content elements (purpose and scope, statement of support, governance structures, etc.)
- » Submission instructions (deadlines, document name instructions)
- » Language clarity (Note: these requirements may vary by agency guidelines: clarify endorsement and strategic alignment rather than binding obligations, verify documents do not contain language that could be construed as lobbying, ensure that partners are not referred to as subrecipients as the term requires financial flow-through)

Template Instructions

The templates below are provided solely for referential use. Users should adapt these templates to align them with federal agency and Notice of Funding Opportunity (NOFO) guidance, their own project requirements, and relevant program specific information. The examples below do not represent any real scenario and are drawn from deconstructed elements of prior letters of commitment used in other contexts.

After confirming that the template aligns with the opportunity requirements:

- » Enter applicant-specific information into the highlighted yellow fields, using the bracketed notes to guide the narrative.
- » After completing the yellow fields, review and send the completed template to the partnering or supporting entity.
- » The partnering or supporting entity should fill in the blue fields only.
 - » **Note:** Some brackets are highlighted in grey. In these cases, collaboration may be necessary, and the responsibility of filling out the area does not fall to either entity.
- » After both partners have completed the template, ensure the document contains clear, concise language that does not denote any fiscal commitment or lobbying activities, check for compliance for both recipient and awarding agency requirements, and verify that documents are carefully reviewed by the appropriate legal counsel.
- » Finally, save the signed letter in the grant file, submit when appropriate, and retain the letter along with other project documentation for future reference.

Disclaimer: Templates are for referential use only and should be modified to fit both applicant goals and agency requirements. Use of templates does not guarantee the award of any grant or funding. The Maryland Municipal and Technical Assistance Program (MTAP) team, Hagerty Consulting, and the Maryland Department of Budget and Management (DBM) make no representations or warranties regarding suitability for any specific grant program, and assumes no responsibility for any legal, financial or compliance obligations, including but not limited to requirements related to match-funds, partnership commitments or other grant conditions. Users are strongly encouraged to consult with appropriate legal, financial or grant management professionals before submitting any application materials.

Template 1 – LOS from Previous Partner

Letterhead

Address

Date

Dear [Awarding Agency]

I am writing this letter in support of [Applicant Name] and their proposed project [Project Title]. As [Position/Title] of [Organization Name], I have had the privilege of working alongside [Applicant Name] in [Previous Experience], and can attest to their expertise in [Relevant Area of Work]. [Brief, personal description of partnership to back up this statement].

The need for [Project Title] is significant in the [Community Name] we serve. In an effort to [Advance Prominent NOFO Goal] while also [Achieving other Outcome], [What Needs to Happen/Describe Project Scope]. The proposed solution put forth by [Applicant Name] has the potential to uplift a significant portion of [Community Demographics] through [Project Outcome]. Beyond that, the project, once implemented, aims to address [Other Significant NOFO Goal] at the root, by [Project Strategy and Projected Data].

In support of this proposed solution, I would like to highlight/demonstrate/showcase [Applicant Name]'s ability to effectively manage funding in a solutions-oriented manner through [Insert Previous Funding Evidence]. Additionally, [Applicant Name]'s expertise is demonstrated through their proven track record of success in [Insert Previous Project Management Strategies]. [Follow-up with evidence to support previous funding management while highlighting claimed expertise].

The expected outcomes and goals of [Project Title] include [Short and Long-Term Goals] with a focus on [Metrics Used to Measure Success].

As a result, I whole-heartedly endorse the proposed project, [Project Title] presented by [Applicant Name], and believe that it has the potential to make a significant, uplifting change by [Restate Commitment to Meet Significant NOFO Goals Through Project Implementation].

Sincerely,

[Name]

Template 2 – LOS from Local Government Official or Community Leader

Letterhead/Date

Name

Address Line 1

Address Line 2

Dear [Awarding Agency],

I am writing in support of [Applicant Name] and their proposed [Project Title]. As a [Title] of [Organization Name/City], I am passionate about [Goal that Relates to Project/NOFO] and uplifting community development endeavors through [Proposed Action]. [Any Relevant Background/Prior Collaboration Information]. As such, I believe this project has the potential to make a real impact on our community.

As well-defined by the [Awarding Agency], the [Main NOFO Goal] is vital in ensuring [Goal Outcome]. [Applicant Name]'s proposed solution is to [Outline of Project Objectives] which would [Description of Meeting Goal] and would alleviate [Community Issue]. This is a pressing issue that demands immediate attention and action.

[Applicant Name] has developed an effective solution to the problem. By implementing [Project Strategy] we can address [NOFO Goals] on a local scale, and upon completion, this project can be used to revolutionize the way similar municipalities address [Goals] through actionable measures laid out by [Applicant Name].

The potential impact of this project is significant and can scale far beyond the service areas in [Project Area]. [Add Statistics and/or Data to Support Claim]. If we successfully implement [Project Title], we can [Insert Positive Effects from Project Outcome].

I strongly believe that [Applicant Name]'s proposed [Project Title] is the best solution for our community. [Applicant Name]'s bold initiative and proven track record of success in [Previous Experience] paired with their expertise in [Relevant Information] leaves me with no doubts that they will execute this project with excellence.

Thank you for considering this letter of support. Your initiative will create a stronger community and will encourage a thriving planet through actionable planning and transformation.

Sincerely,

[Name]

Template 3 – LOS from Key Collaborators or Partners (No Commitments)

Letterhead

Address/Date

Dear [Awarding Agency],

The [Organization Name] is pleased to offer support for the application by [Applicant Name]'s proposed [Project Name]. Funding for this project will directly support [Project Objective] which emphasizes the [Awarding Agency]'s funding initiative to [Goal] via [Type/Recommended] project scopes.

[Applicant Name] is a [Descriptor] organization/town/entity established in [Date] in [Area] with the original goal of providing [Descriptor] services to the community. [Applicant Name] has excelled in delivering its original promise/purpose, and now seeks to expand its impact by creating meaningful solutions that alleviate common community disparities. In this county, an acute community pain can be felt, where [Specific Demographics] struggle with [Specific Issues], and [Applicant Name] seeks to remediate that through [Highlight Specific Project Outcome/Plan].

Overall, [Applicant Name] strives to [Highlight Main Purpose/Mission] and seeks to further its innovation through the proposed [Project Name]. Not only would this project [Meet Criteria/Goal] set by [Awarding Agency], the project would also include a robust plan to alleviate [Community Demographic/Issue] through [Aspect of Plan]. [Additional Information Here].

[Organization Name] has worked in partnership with [Applicant Name] for [#] of years, providing vital [Type] services to the [Area] community. This partnership has allowed both organizations to develop [Describe Emerging Services] and provide [Benefits to Community].

This new initiative has the potential to be of significance for the [Target Community] in the [Area], who have complex needs and often struggle to [Community Issue]. Beyond the local incentive, this project will further strengthen/innovate/support [NOFO Goal] on a larger scale, and will invigorate productive/collaborative climate resilience on municipal levels across the [Area/State] through [Evidence/Projected Outcomes].

[Organization Name] remains committed to continuing to work together with [Applicant Name] and wholeheartedly support their funding application to the [Awarding Agency].

Sincerely,

[Name]

Template 4 – LOS for Congressional Support

Letterhead/Date

Company Name

Address Line 1

Address Line 2

Dear [Awarding Agency]

As a congressman representing [State]'s [#] Congressional District – home to [Area Descriptor] – I am pleased to offer my support to [Applicant Name]'s [Awarding Agency Opportunity Title] application and hereby offer my commitment to their proposed project, the [Project Title] and its intended purpose of [Project Goal]. Funding for [Goal] will directly support community resilience and climate pollution reduction, meeting the [Awarding Agency]'s funding initiative to [Meet Main NOFO Goal] through [Outlined] project scopes.

The proposed project seeks to support a much-needed facility upgrade to [Meet Project/Facility/Program Goals] in [Applicant Name]'s service area to deliver essential services to the community while investing in environmental output. The enhancements are expected to [Meet Goal] through [Projected Metrics] decreasing the number of residents impacted by [Negative Outcome or Burden] that disproportionately affect the communities we serve.

In addition, the use of [Proposed Goal Metrics] coupled with [Other Relevant Project Aspect] will effectively improve the [Effects of Current System/Projected Goals], creating [Community Benefits]. Once implemented, the project would [describe how project could be useful and innovative beyond the anticipated project scope].

To demonstrate my commitment to the project, I will continue to support legislation that [Meets NOFO and Project Goals] advocating for the [Project Title] at the federal level. Our long-standing collaborative relationship over the past [#] years has led to federal funding of projects such as [List Projects with Congressional Support]. I have no doubts that my pledged support will enhance a bridged partnership between two community-focused entities, propelled by funding from the EPA to support the next phase of the proposed project.

I remain committed to continuing to work with the team at [Applicant Name] and wholeheartedly support their [Opportunity Title] application to the [Awarding Agency].

Sincerely,

[Name]

Template 5 – MOU

Letterhead

Address

Date

Participating Parties:

[Applicant Name]'s mission is to continue providing [Resource/Service/Goal] through [Source/Facility/Method] to protect public health and the environment.

[Partnering Organization]'s mission is to [Highlight Mission Statement/Goals that Support Applicant's Mission or Requested Funding Proposal].

[Applicant]'s mission: [Mission Statement or Project Goals That Align to NOFO Goals].

History of Relationship:

[Brief history of the collaborative relationship between the partners. Include details on when/how the partnership came about, how often they collaborate/meet, a brief description of any changes in collaboration (new or shifted roles), and provide a clear picture of critical or long-term goals of the collaboration].

Description of Collaborative Intent:

[Partner Name] and [Applicant Name] developed this Memorandum of Understanding (MOU) to improve on collaboration between our agencies and enhance our collective efforts/services [Briefly describe general collaboration efforts and merge into funded proposal collaboration efforts].

The collaboration identifies the following strategies to achieve these goals:

1. Maintain an open dialogue between the two agencies to facilitate the ongoing development of this project/proposal.
2. Conduct [Frequency] workgroup/project meetings as a partnership to address [Type] strategies that meet the needs of [Community Demographic] through [Project Scope]. The purpose of these meetings is to strengthen collaboration, encourage co-training and foster discussion on policy or practice issues that may arise during the proposed timeline of [Project Title].
3. Act as team members to advocate for the development/cultivation of resources needed for a coordinated community response to mitigating climate change and bolstering resilience.
4. Provide training/orientation on the collaboration of all new project-specific staff.
5. Provide [Frequency] cross-trainings and co-facilitate community outreach initiatives.

Confidentiality:

[Partner Name] and [Applicant Name] are governed by different/similar confidentiality policies. [Describe differences or similarities and how they will work together to achieve MOU and/or project goals]. As a result, both parties will [Describe how confidentiality will be delegated throughout the project duration].

Sincerely,

[Names, Identifiers and Signatures of Participating Parties]

Examples

The examples below adhere to the formats presented in the templates above. As noted, users should adapt and modify components of these templates to align with their specific project requirements and official funding opportunity guidelines. Use of these examples does not substitute for a thorough review of applicable program instruction, statutory requirements or administrative criteria. Applicants should ensure that all submitted materials comply with the authoritative guidance provided by the administering agency.

Example 1 – LOS from Previous Partner

January 1, 2026
Bright Idea Electrics
123 Lumen Way
Marylandville, MD, 12345

Dear Dept. Of Energy Review Committee,

I am writing this letter in support of the town of Marylandville and their proposed project "A Brighter Tomorrow". As the Chair of Bright Idea Electrics, I have had the privilege of working alongside the town of Marylandville in 2023 on their project "Light the Way" and can attest to their expertise in paving new paths for clean energy and electricity implementation methods while ensuring strong community resilience through grid strengthening projects. From 2023 – 2025, Marylandville partnered with Bright Idea Electrics to oversee project development for "Light the Way" and collaborated with our educational team to promote community education and provide resilience resources to Marylandville residents to supplement the project's benefits.

The need for "A Brighter Tomorrow" is significant in the area we serve. In an effort to advance clean energy innovation while also supporting robust community development through project implementation, the town of Marylandville has proposed a multi-grid interconnection project. The proposed solution put forth by Marylandville has the potential to uplift a significant portion of residents in the southernmost area of town by providing backup power sources to mitigate prolonged power outages that frequently occur in the area. Beyond that, the project, once implemented, aims to address sustainable energy resources and emergency power supplies at the root, by redistributing 600 kWh of power across multiple grid sources during emergency outages, resulting in a more stable local grid and additional sources of emergency power.

In support of this proposed solution, I would like to highlight Marylandville's innate ability to effectively manage funding in a solutions-oriented manner through "Light the Way", wherein Marylandville effectively managed a \$2.5 million award with 2 subawardees and experienced

no discrepancies or misuse of funds. Additionally, the expertise of Marylandville is demonstrated through their proven track record of success in former projects, such as the “Marylandville Mitigation Mania”, where the town successfully implemented four flood mitigation projects and upgraded three vital community buildings for severe weather resilience. During our collaboration, Marylandville consistently demonstrated strong financial oversight, timely project delivery, and effective coordination among project partners. The town maintained compliance with all funding requirements, met established project objectives, and provided transparent reporting throughout implementation. These demonstrated capabilities, coupled with their successful history of delivering resilience and infrastructure projects, give us confidence that Marylandville possesses the expertise, leadership, and administrative capacity necessary to successfully execute “A Brighter Tomorrow” and achieve its intended community benefits.

The expected outcomes and goals of “A Brighter Tomorrow” include immediate emergency power relief and support, plus long-term energy reliability with a focus on redistributing 600 kWh across multiple sources during emergencies to ensure our most vulnerable communities along the southern border of Marylandville remain safely supplied with power.

I whole-heartedly endorse the proposed project, “A Brighter Tomorrow” presented by Marylandville, and believe that it has the potential to make a significant, uplifting change by providing reliable, resilient and sustainable energy for all.

Sincerely,

John Watt

Example 2 – LOS from Congressional Representative

January 1, 2026

Congresswoman Connie G. Ressman

123 Representative Road

Marylandtown, MD, 12345

To whom it may concern at the Environmental Protection Agency's Review Committee,
As a congresswoman representing Maryland's 1st Congressional District – home to irreplaceable, pristine public lands and unspoiled coastal waters – I am pleased to offer my support to Marylandtown's "Climate Pollution Reduction Grant" application and hereby offer my commitment to their proposed project, the *Marylandtown Reliable Energy Program* and its intended purpose of renewable energy generation and solar battery storage. Funding for renewable energy generation will directly support community resilience and climate pollution reduction, meeting the EPA's funding initiative to reduce hazardous emissions and bolster renewable energy capacity through community-incentivized project scopes.

The proposed project seeks to support a much-needed facility upgrade to increase energy capacity and support renewable generation at Marylandtown Public Works to deliver essential services to the community while investing in environmental output. The enhancements are expected to reduce hazardous emissions by 29%, decreasing the number of residents impacted by emissions-related health burdens that disproportionately affect the communities we serve.

In addition, the use of renewable energy generation coupled with the proposed solar battery storage will effectively improve the reliability of local power sources and put power back into the microgrid, creating robust jobs in various sectors that would improve resident livelihoods. Once implemented, the project would set the standard for similar facilities across the state and provide a new narrative for creative, community-rooted climate resilience.

To demonstrate my commitment to the project, I will continue to support legislation that cuts carbon emissions, advocating for the *Marylandtown Reliable Energy Program* at the federal level. Our long-standing collaborative relationship over the past five years has led to federal funding for projects such as the *Community Solar Resilience Project*, the *Smart Energy Infrastructure Project*, and the *Marylandia County Grid Resilience Project*. I have no doubts that my pledged support will enhance a bridged partnership between two community-focused entities, propelled by funding from the EPA to support this exciting phase of the proposed project.

I remain committed to continuing to work with the team at Maryland Public Works and wholeheartedly support their Climate Pollution Reduction Grants application to the EPA.

Sincerely,
Connie G. Ressler

Example 3 – MOU

Letterhead
January 1, 2026

Participating Parties:

Marylandtown's mission is to continue providing safe, resilient, and sustainable municipal infrastructure and emergency management services through community planning, public works operations, and flood mitigation initiatives to protect public health and the environment.

Noah's Ark Flood Restoration Co.'s mission is to help communities prepare for, respond to, and recover from flood-related disasters through professional restoration services, flood-risk reduction strategies, and community resilience planning that supports long-term environmental and public safety goals.

Marylandtown's project mission is to reduce flood risk, improve stormwater management capabilities, protect residents and critical infrastructure, and strengthen community resilience through proactive planning and implementation of flood mitigation measures that align with the goals of the FEMA Flood Resilience for U.S. Cities grant program.

History of Relationship:

Marylandtown and Noah's Ark Flood Restoration Co. have maintained a collaborative relationship since 2022, when the Town engaged Noah's Ark Flood Restoration Co. to provide consultation following a series of localized flooding events that impacted residential neighborhoods and public facilities. Since that time, representatives from both organizations have met regularly on a quarterly basis to discuss flood recovery activities, emergency preparedness, and opportunities to reduce future flood risk throughout the community.

As flooding concerns have increased due to changing weather patterns and aging stormwater infrastructure, the partnership has evolved from a reactive recovery-focused relationship to a proactive resilience-focused collaboration. Noah's Ark Flood Restoration Co. has expanded its role from providing post-flood restoration services to supporting municipal resilience planning, risk assessments, and public education initiatives. The long-term goal of this collaboration is to reduce the frequency and severity of flood-related impacts in Marylandtown while improving the community's capacity to prepare for, withstand, and recover from future flooding events.

Description of Collaborative Intent:

Noah's Ark Flood Restoration Co. and Marylandtown developed this Memorandum of Understanding (MOU) to improve collaboration between our agencies and enhance our

collective efforts to identify, implement, and sustain flood mitigation and resilience strategies throughout the community. This collaboration will support activities proposed under the FEMA Flood Resilience for U.S. Cities grant, including infrastructure improvements, community outreach, emergency preparedness planning, and flood-risk reduction initiatives.

The collaboration identifies the following strategies to achieve these goals:

- » Maintain an open dialogue between the two agencies to facilitate the ongoing development of this project/proposal.
- » Conduct monthly workgroup/project meetings as a partnership to address flood mitigation, emergency preparedness, and community resilience strategies that meet the needs of Marylandtown residents, businesses, vulnerable populations, and critical service providers through the planning, implementation, and evaluation of flood-resilience projects funded under the Flood Resilience for U.S. Cities initiative. The purpose of these meetings is to strengthen collaboration, encourage co-training, and foster discussion on policy or practice issues that may arise during the proposed timeline of the Marylandtown Community Flood Resilience Project.
- » Act as team members to advocate for the development and cultivation of resources needed for a coordinated community response to mitigating climate change and bolstering resilience.
- » Provide training and orientation on collaboration for all new project-specific staff.
- » Provide quarterly cross-trainings and co-facilitate community outreach initiatives.

Confidentiality:

Noah's Ark Flood Restoration Co. and Marylandtown are governed by similar confidentiality policies. Both organizations are committed to protecting sensitive information obtained during the course of project implementation, including resident information, infrastructure vulnerability assessments, emergency response data, and any proprietary business information shared in support of project activities. Both parties will comply with all applicable federal, state, and local laws governing public records, data privacy, and information security.

As a result, both parties will establish procedures for the secure collection, storage, transmission, and use of project-related information. Confidential or sensitive data will be shared only with authorized personnel who require access to perform project responsibilities, and all staff participating in the project will receive guidance on applicable confidentiality and data-protection requirements throughout the project duration.

Sincerely,

Noah Downpour, Noah's Ark Flood Restoration Co.

Grant Righter, Marylandtown Grant Management Officer