[INSERT DATE]

Frankie Koethe, Mini-Grants Manager

Oʻahu Resource Conservation & Development Council

Frankie.koethe@oahurcd.org

PO Box 209

Kunia, HI 96759

Re: Request for letter of commitment - Hawaiʻi Agri-Tourism Support Mini-Grants

Dear Ms. Frankie Koethe,

This letter confirms that the undersigned authorized representative of **[INSERT Name of applicant organization/business]** has reviewed and agreed to participate as outlined in the proposed project submitted to the Hawaiʻi Agri-Tourism Support Mini-Grants program. We are requesting **[INSERT dollar amount]** for a period of October 30, 2020 to March 31, 2021.

If awarded a Hawaiʻi Agri-Tourism Support Mini-Grant, **[INSERT Name of applicant organization/business]** is committed to (1) providing the required 20% matching contribution of **[INSERT dollar amount in cash match]** in cashand (2)fulfilling the project goals and activities within the required time period.

I understand that failure to demonstrate that the 20% cash match was contributed to the project by the deadline of March 31, 2021 could result in termination of the award without disbursal of the awarded funds. Our organization/business is committed to providing original receipts to Oʻahu Resource Conservation Development Council as substantiating documentation of the matching contribution in the amount of **[INSERT dollar amount in cash match]**.

Sincerely,

**[INSERT Signature]**

**[INSERT Name of Applicant]**

**[INSERT Organization/Business Name of Applicant]**