Match Commitment Letter Template

**NAME STATE AGENCY DEPARTMENT HEAD**

**NAME OF STATE AGENCY**

**STREET ADDRESS**

**CITY, STATE, ZIP CODE**

RE: **[SUBAPPLICANT] [TITLE OF PROJECT] [INSERT DATE]** - Non Federal Cost Share (Local Match) Funds Commitment Letter

Dear **[Mr./Ms. SURNAME OF STATE AGENCY DEPARTMENT HEAD]**,

This letter is in reference to **[SUBAPPLICANT’S NAME OF FUNDING PROGRAM]** application that is administered by **[NAME OF STATE AGENCY]** and funded by the Federal Emergency Management Agency (FEMA). The **[SUBAPPLICANT]** certifies that we have the capability to meet the financial obligations of the local cost share under this **[NAME OF PROJECT TYPE]** project. The **[INSERT PROJECT TITLE/TYPE]** has an established Non-Federal Cost share; however, **[SUBAPPLICANT]** acknowledges that there may be unforeseen costs. If applicable, the additional funding contributing to the Non-Federal cost share will be **[IDENTIFY HOW THE LOCAL COST SHARE WILL BE MET]**.

The submitted project has a Federal Cost share of **[$00,000.00 – INSERT FEDERAL COST SHARE IDENTIFIED IN THE BUDGET]** and a Non-Federal Cost Share of **[$00,000.00 – INSERT NON-FEDERAL COST SHARE IDENTIFIED IN THE BUDGET]**.

These funds are available **[INSERT DATE WHEN MATCH FUNDS BECOME AVAILABLE (MM/DD/YYYY)]**.

Sincerely,

**[SIGNATURE]**

**[TITLE]**

**[SUBAPPLICANT]**

**[STREET ADDRESS]**

**[CITY, STATE, ZIP CODE]**