**Instructions:**  **Copy and paste the text of this letter to the applicant organization’s letterhead**. Edit as necessary to indicate the committed cash match.

Date

Thomas F. Kealey

Director  
Idaho Department of Commerce  
P.O. Box 83720   
Boise, ID 83720  
  
Dear Director Kealey,

APPLICANT ORGANIZATION appreciates the opportunity to submit a funding application for the 20\_\_ Idaho Regional Travel & Convention Grant (Grant). Should our application be funded, we will commit $\_\_\_\_\_\_\_\_\_\_ from our cash reserves as cash match for the project during the grant period of August 1, 20\_\_ – September 30, 20\_\_.

By signing below, I certify that the funds are available and will be designated specifically for the Grant for the period indicated.

Sincerely,

This letter must be signed by an authorized person of the applicant organization with their contact information, on the organization’s letterhead. Electronic or typed signatures are not acceptable. Delete this box before printing for signature.

Name  
Title

Contact Information