**Instructions:**  **Copy and paste the text of this letter to the letterhead of the organization pledging the cash match.** Edit as necessary to indicate the value and purpose of the committed cash match.

Date

Thomas F. Kealey

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

We commit to providing the following matching funds in support of [APPLICANT]’s 20\_\_ Idaho Regional Travel & Convention Grant:

Cash in the amount of $\_\_\_\_\_\_\_\_\_\_, for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which we will provide during the grant period August 1, 20\_\_ – September 30, 20\_\_.

By signing below, I understand that cash match means that a financial transaction must occur between our organization and the applicant organization, and that in-kind match is not an allowable form of match for this grant.

Sincerely,

This letter must be signed by an authorized person of the pledging 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