

Matching Funds Letter example typed on your letterhead.

Date

New York State Office of Temporary and Disability Assistance

40 North Pearl Street

Albany, NY 12243

Dear Ms. Andrea Collins:

Name of your agency will be matching New York State Supportive Housing Program funds with a 100% annual match of \$ _____ from the following source(s):

Documentation supporting the availability of matching funds is attached. In the event that the referenced matching funds change, I will immediately notify OTDA and I understand that we will be required to provide alternative sources of matching funds and supporting documentation. Furthermore, it is understood that all matching funds materials will be maintained by the OTDA and are considered part of the project contract file.

I certify that these funds have not been, nor will they be, committed as a match for any other program.

Sincerely,

Name and Title