

Partner Statement of Commitment Template

All partners listed on an application must submit a Partner Statement of Commitment letter to confirm that the partner(s) is aware of their role in the proposed project. This is a template that partners may use to write the statement. Simply replace bolded brackets with the relevant information.

Requirements:

- Partner's name and signature
- Applicant's name
- Acknowledgment of partnership
- Partner's roles and responsibilities (no more than two sentences necessary)

TEMPLATE

Date: **[TODAY'S DATE]**

To: City of Chicago DCASE

From: **[PARTNER'S NAME]**

I am writing to confirm that I, **[PARTNER'S NAME]**, am committed to partnering with **[APPLICANT'S NAME]** on **[APPLICANT'S PROJECT]**. I am fully aware of the extent of the project and **[APPLICANT'S NAME]** has permission to list me as a collaborator. My role in this project will be **[PARTNER'S ROLES AND RESPONSIBILITIES]**.

If you have any questions regarding any aspect of this partnership agreement, please contact me at **[PARTNER'S PREFERRED MODE OF CONTACT]**.

Sincerely,

[PARTNER'S NAME]

[PARTNER'S SIGNATURE]