

Proposal Response Letters - Check Authorization Letter

It is important to respond to grantseekers. They want to know if their proposals have been received, are going to be considered by the board and the timeline for a decision. Although telephone contact is used by some foundations, it is recommended that there be some type of written correspondence as a follow up. To save time and streamline communications, many foundations are using form letters that can be personalized. A growing number of foundations are using email as a way of corresponding with grantseekers and grantees. Pre-printed postcards are another effective time saving tool.

Sample Check Authorization Letter

Date

Name

Title

Organization

Address

City/State/Zip

Dear Charles:

Please issue a check on behalf of the Sample Foundation for \$2,500 to:

Westside Ministry

Address

City/State/Zip

Attn: David Dooer

Executive Director

The funds are designated for producing educational kits for training volunteer corporate mentors to work with unemployed neighborhood residents, and the design and production of volunteer recruitment brochures.

I would appreciate it if you would please send me a copy of your check transmittal letter.

Thank you for your assistance with this transaction.

Sincerely,

Name

Title

Organization

Sample Check Transmittal Letter

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

Enclosed please find check #6724 in the amount of \$2,500 from the Sample Foundation.

This check represents funds to support educational kits for training volunteer corporate mentors to work with unemployed neighborhood residents, and the design and production of volunteer recruitment brochures.

Sincerely,

Name

Title

Organization