**PLEASE USE YOUR ORGANIZATION’S LETTERHEAD**

Date

Elizabeth Manuel

Senior Director of Student Services

West Virginia Higher Education Policy Commission

1018 Kanawha Boulevard East, Suite 700

Charleston, WV 25301

As part of our partnership with WV GEAR UP, (INSERT YOUR ORGANIZATION’S NAME) is pleased to inform you of the following cost-share (match) provided on (INSERT DATE(S) HERE):

* List each and provide brief description by appropriate line item(s)

(1. Salary and wages, 2. Employee benefits, 3. Materials & Supplies, 4. Consultants and Contracts, 5. Other)

This (INSERT TOTAL DOLLAR AMOUNT OF MATCH) cost-share is not paid for by federal funds nor has it been used as match for any other federal grant.

We appreciate the opportunity to partner with WV GEAR UP.

Sincerely,

Name  
Title