

I am delighted to assist with your effort to obtain a grant. Please note the following regarding the letter of support that you need from me:

1) Please compose the letter exactly as you want it to read, and formatted exactly as you want it to print out (e.g., as a Microsoft Word document). Email it to me (info@seekingsafety.org) and I will edit if needed, and send it back to you on my letterhead, signed. You will be able to print it out directly from your computer.

Note: please do not send a "sample letter" that others have written or have unfinished sections (e.g., "fill in here..."); but rather email the exact final letter you want from me.

2) Please note that I do not mail out hard copies of letters, as they are not needed. The signed/letterhead version I send to you is accepted by all federal and other agencies.

3) Please specify the date you would like the letter, and also the date your grant is due. If I am out of town, I may need to send it when I return, and want to make sure you get it in time.

4) If you have questions about my consulting rates (e.g., hourly fee/training fees), please ask me.

5) I would appreciate hearing back from you whether or not your grant came through.

Thanks very much for including me in your grant proposal. I wish you the best in obtaining it, and hope I can be of help to you!