**Appendix F: Sample Letter of Agreement**

*\*Sample only\**

*To be used for agencies/organizations listed as members of the Local JAG Steering Committee and/or that will provide in-kind services via partnership*

Date

[Partners Name]

[Partners Address]

[Recipients Name]

[City of]

[Address]

Dear [City Official]:

This letter of agreement between [Partners Name] and [County of] explains the support and services provided for the proposed JAG project, including (membership on the Local JAG Steering Committee, a partnership to include…, etc.).

[Explain Local JAG Steering Committee membership, services or support, dates, timelines, etc.],

Regards,

Signature