

[Your Organization's Logo or Name]
[Your Organization's Address] [Phone number] [Email]

[Date]

[Funding Organization's Name]

[Their Address]

Dear [Funding Organization],

We, the undersigned, hereby authorize our Chairperson, [Name], to apply for funding on behalf of our non-profit organization, [Name of Organization].

As the Treasurer and Secretary of [Name of Organization], we are confident in the abilities of our Chairperson to represent our organization and effectively communicate our mission to your organization. We believe that this funding opportunity aligns with our goals and objectives, and we hope that our application will be considered for funding.

Our Chairperson has accepted this authority and will sign below to confirm their acceptance. We, the undersigned, will also sign below to indicate our agreement and support of this decision.

Thank you for your consideration, and we look forward for positive results.

Sincerely,

[Names of Treasurer], Treasurer

[Names of Secretary], Secretary

Accepted and agreed:

[Names of Chairperson], Chairperson, [Signature of Chairperson]

Treasurer: [Signature of Treasurer]

Secretary: [Signature of Secretary]