

Company Letterhead

Company Name * Company Address * Company Phone Number * Company Email

Name
Title
Company
Address
City, State, Zip

Date

To Whom It May Concern,

[Insert Fiscal Agent/Umbrella Organization Name] would like to extend a helping hand to the [Insert Agency Sponsored Program Name], as a partner in good standing, by allowing their agency to act under the umbrella of [Insert Fiscal Agent/Umbrella Organization Name] in order to access the [Food Bank Name].

[Insert Fiscal Agent/Umbrella Organization Name] is a 501c3 non-profit organization, Federal Tax ID #00-0000000, and assumes all fiscal and legal responsibility for [Insert Agency Sponsored Program Name].

The purpose of this is to assist [Insert Agency Sponsored Program Name] in obtaining food from the [Food Bank Name] to better serve their clients.

If there is any change in the communication or relationship with [Insert Fiscal Agent/Umbrella Organization Name] and the [Insert Agency Sponsored Program Name], we will respectfully notify the [Food Bank Name] immediately.

Sincerely,

[Pennaed Signature]

Name
Title
Company