Match Waiver Request Sample Letter

Subrecipient Agency Letterhead

Date

To: DSS VOCA Program Manager

Address

RE: Match Waiver Request for Federal Grant number 20xx-XX-XX-####

Dear Program Manager:

In reference to:

Federal Grant number: 20xx-XX-XX-####

Name of Subrecipient Agency:

Subgrant Number:

Project Period:

TOTAL Award Amount:

Match required (before waiver):

Subrecipient Agency can meet: $ amount

Subrecipient Agency Requests to be waived: $ amount

Percent of Waiver request: amount %

Justification:

Sincerely,

Qualified signatory

Executive Director, President, CFO, CEO