Please use organisation letterhead  
<<Organisation Name>>   
<<Organisation Address>>

<<Date>>

Dear Volunteering WA,

**Re: National Volunteer Week Grant confirmation**

This letter is to confirm that <<organisation name>> intends to work collaboratively with the organisations listed below to hold a National Volunteer Week event in our community if our funding application is successful.

On behalf of <<organisation name>> I agree to the terms and conditions outlined in the NVW Grant Guidelines and T&C document and wish to be part of the funding application in partnership with the organisations listed below:

Lead organisation - <<insert name>>  
Organisation 1 – <<insert name>>  
Organisation 2 –<<insert name>>  
Organisation 3 – <<insert name>>  
Organisation 4 – <<insert name>>

Kind regards,

<<Name>>  
<<Job title>>