[Firm Name]

[Firm Street Address]

[Firm City, State, Zip Code]

[Date]

[Name of Contact for Non-Profit or School]

[Non-Profit or School Name]

[Street Address]

[City, State, Zip Code]

Dear [Name of Contact],

[Firm Name] is pleased to be able to support [Non-Profit or School] in its mission to [Program Description]. We will be providing [Total Value of Financial Commitment, Volunteer Hours, and/or Goods/Products] for [Time Frame] to support its [Program Name] located in [City and County Name].

As a condition of this contribution, [Firm Name] will request two written bi-annual reports due on June 15th, 20xx and December 15th, 20xx and documentation that measures agreed upon Key Performance Indicators (KPIs).

In addition, [Firm Name] will request a mid-year and end of the year meeting to discuss progress and receive updates on the program. Additional documents may also be requested.

We look forward to partnering with [Non-Profit or School] on this community effort. For any questions, please contact [Firm’s Social Impact Partnership Coordinator or Executive in Charge] at [Phone Number].

Sincerely,

[Firm’s Social Impact Partnership Coordinator or Executive in Charge]

CC: SFPUC Social Impact Partnership program staff, SIP@sfwater.org

 [Add Others as needed]