



## CHICAGO COOK WORKFORCE PARTNERSHIP LETTER OF SUPPORT GUIDELINES

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The Partnership strives to maintain a professional and supportive relationship with all of its partners and clients. We recognize that our partner agencies often pursue foundation, federal and other funding to support their initiatives and that letters of support are frequently required. In some instances, The Partnership may not be able to provide a letter of support. Each request will be evaluated based upon the following:

- Whether The Partnership is applying for the same grant
- Previous relationship(s) with the applicant agency
- Previous performance of the applicant agency

### Letter of Support Guidelines:

- Requests must be submitted ***no later than one (1) week*** prior to the application deadline
- The following documents must be completed and returned (please print and include with supporting documentation):

Letter of Support Checklist

Agency Information – Fillable Form

- Or -

Agency Information – Printable Form

- Letters of Support will be returned to the designated party within three (3) business days provided that all necessary documents have been submitted.

**\*\* NOTE:** Missing or Incomplete documentation may delay processing and will be returned to the agency \*\*

Please send all documents to:

Chicago Cook Workforce Partnership  
Attn: Chief Executive Officer  
69 W. Washington – Suite 2860  
Chicago, IL 60602

**-or-**

E-mail: [losupport@workforceboard.org](mailto:losupport@workforceboard.org)