

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Letter of Financial Assistance Agreement

Dear [Recipient Name],

I am writing to formally confirm the terms of our Financial Assistance Agreement (LFA) as discussed on [date of discussion].

1. ****Parties Involved****:

- Provider: [Your Name/Organization]
- Recipient: [Recipient Name/Organization]

2. ****Purpose****:

- The purpose of this agreement is to provide financial assistance for [specific purpose or project].

3. ****Amount of Assistance****:

- The total amount of financial assistance provided will be [amount].

4. ****Payment Terms****:

- The payment will be made on [specific date or schedule], and payment method will be [specify method].

5. ****Use of Funds****:

- The recipient agrees to use the funds solely for [specific uses].

6. ****Reporting and Accountability****:

- The recipient agrees to provide reports on the usage of funds by [specific reporting dates].

7. ****Termination Clause****:

- This agreement may be terminated by either party with [number] days written notice.

Please sign below to acknowledge your acceptance of this agreement.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

Acknowledged by:

[Recipient Signature]

[Recipient Printed Name]

[Date]
