

TEMPLATE – Necessitous Circumstances Recipient Recommendation Letter

Michael Turner
Secretary
Queensland Lutheran Giving Ltd
PO Box 1535
Milton QLD 4064

[insert date]

Dear Michael,

Re: [insert organisation name] Necessitous Circumstances Project – Recommended Recipient/s

We recommend that [insert recommended recipient name/s] receive assistance from the [insert organisation name] project.

We received [insert number] applications for assistance from our project. After reviewing all of the applications and interviewing each applicant we concluded that [insert recommended recipient name/s] should be granted [\$XXX] in assistance because:

- [insert reason for recommendation]
- [insert reason for recommendation]
- [insert reason for recommendation]

We have included [insert recommended recipient name/s]'s details below.

We can also confirm that funds supporting the project [\$insert amount] have been deposited in the QLG Necessitous Circumstances Fund.

Please do not hesitate to contact me on [insert phone number] if you have any questions regarding this recommendation or the project generally.

Thank you for the opportunity to provide assistance with the QLG Necessitous Circumstances Fund.

Sincerely,

[insert name]

[insert title]

Recommended Recipient's Details

Name:	
Address:	
Phone:	
Email:	