[Insert Grantee’s Institutional Letterhead]

[MM/DD/YYYY]

CRDF Global
1776 Wilson Blvd., Suite 300
Arlington, VA 22209, USA
Phone: 703-526-9720
Fax: 703-526-9721

Dear CRDF Global,

[Name of Grantee’s Institution] is aware of and supports [Full Name of Grantee]’s engagement in the Chemical Security Training (CST) entitled “[Name of Event]” to take place on [MM/DD/YYYY] at [Location].

We understand that expenses associated with this grant will be covered by the U.S. Department of State’s Chemical Security Program (CSP) through an agreement with CRDF Global.

Please contact [Institutional Representative’s Full Name] at [insert email and/or phone number] if you have any further questions regarding support for this CST.

[Insert Grantee’s Institutional Representative Signature]

[Print Name]

[Title/Position at Institute]