

# LETTER TEMPLATE (FROM GRANT FUNDS)

(date)

## MEMORANDUM

TO: Debbie Abell  
Director of Procurement Services

FROM: \_\_\_\_\_  
\_\_\_\_\_

SUBJECT: Letter of Justification for Purchase over \$100,000

The attached purchase requisition is for \_\_\_\_\_, which will be used to \_\_\_\_\_.

Funds are available for this request from Budget Purpose # \_\_\_\_\_, \_\_\_\_\_ (BP description), with funds provided by \_\_\_\_\_ and is a non-appropriated account.

Your approval will be appreciated.

**(Sample Letter)**