

## **Tips on Obtaining U.S. Forest Service Letter(s) of Support for MAP**

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A letter(s) of support (LOS) from the District Ranger of each National Forest or Grassland District must be included with a proposal to the National Forest Foundation's Matching Awards Program (MAP). Tribal entities are encouraged to contact the NFF to discuss alternative options, such as a letter of partnership. For more information about this requirement, please refer to the [MAP webpage and the RFP](#).

### **How do I approach the Forest Service for a letter of support?**

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In all cases, reach out to the Forest Service as soon as possible to request a letter. It can sometimes take a long time to get the letter finalized.

1. If you have never been in contact with the Forest Service about your project, you will need to identify a Forest Service contact person relevant to the project work you are proposing.
  - a. If you don't know the best person to talk with about your project, a good place to start is contacting the **Partnership Coordinator** or **Volunteer Coordinator** for your National Forest or Ranger District, or simply calling the **general information desk**.
  - b. If you know the person or position you need to connect with but don't have their contact information, you can use the Forest Service's [Employee Search](#) to find their phone number or email.
  - c. When reaching out, introduce your organization, state why you're reaching out, that it is for your MAP application with the NFF, and your proposed project with timeline.
2. Once you have a project-related contact at the Forest Service, let that person know that a letter of support signed by the District Ranger will be required for your application. They can help draft a letter or may request that you provide them with draft content for the letter. They can then route the request to the District Ranger for signature.
3. It helps speed up the process if you can provide the written content to use in the drafting of the letter, such as a paragraph about your project and a paragraph about your organization. You could also bring the template letter (see next page) to answer specifics about needed components.

### **How do I send the letter to the NFF?**

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Ideally, you receive your letter before the MAP application deadline and can attach it to your online application. If your letter is not ready before the MAP application deadline, you may email it to the NFF at this address: [grants@nationalforests.org](mailto:grants@nationalforests.org).

## What should be included in the letter of support?

**Must be on Forest Service Letterhead**

**Addressed to the NFF or to your organization**

**Signed by District Ranger with title**

**Dated within the last 6 months**

**Body of the letter includes:**

- Statement of support
- Your organization's name
- Summary of the project
- Location on Forest Service land

**Name and contact info of your main Forest Service point of contact for the project**

**USDA** United States Department of Agriculture  
Forest Service  
Best National Forest Supervisor's Office  
123 Trees Avenue  
Pinecone, WA 12345  
(123) 123-1234

File Code: 1234  
Date: April 01, 2023

Kerry Morse  
National Forest Foundation  
Building 27, Suite 3  
Fort Missoula Road  
Missoula, MT 59804

Dear Kerry:

On behalf of the Best National Forest, I would like to offer our strong support for Greatest Organization's National Forest Foundation Matching Awards Program proposal. This project supports important recreational access improvements in the Best-Best Ranger District, promotes volunteer engagement on the Coolest Trail, and continues to build on years of successful partnership and collaboration.

This project is part of a signature effort and will include significant public engagement and partnership components and improvements to facilities that provide a diversity of high-quality experiences for users of all ages and abilities. The Coolest Trail holds great potential as a recreational destination for people in the greater metropolitan area. This trail is located near a major metropolitan area and receives heavy traffic.

The Greatest Organization will assist with the acquisition of critical natural lands, trailhead reconstruction, removal of unnecessary logging roads, hardening of dispersed recreation sites, control of noxious weeds, and the construction and maintenance of numerous trails in the Best-Best Ranger District.

I strongly recommend that the National Forest Foundation support this proposal. If you have any questions, please feel free to contact your Forest Service Contact at (123) 123-1234.

Sincerely,

Jane Doe  
District Ranger

**U.S.**

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