

**INSTRUCTIONS FOR  
LOCAL STAKEHOLDER COALITION MEMBER LETTERS OF SUPPORT**

Applicants should include three to five letters of support from local stakeholders in adolescent sexual and reproductive health. Letters of support are required from: one or more local Family PACT providers; the Local Maternal, Child, and Adolescent Health Director or public health designee in the county where the applicant proposes to provide services; and a representative from a current or potential CA PREP service delivery site that serves the applicant's target population(s) (see Part IV, Program Narrative, in the RFA for further details).

The letter must be on the stakeholder's official letterhead and must include all of the following:

- The date the letter is signed.
- The name of the organization being represented on the coalition.
- The name and title of the representative attending coalition meetings.
- The mailing address and physical address (if different from mailing) of the organization.
- The telephone number and email address of the representative attending coalition meetings.
- The letter of support must be signed in blue ink and the printed/typed name and title of the coalition member must be included below the signature.

The following content should be addressed briefly in the body of the letter of commitment:

- The stakeholder's experience working with adolescents at risk for pregnancy, STIs, and HIV/AIDS within the county.
- The stakeholder's experience supporting comprehensive sexual health education.
- How long the stakeholder has been affiliated with the applicant and in what capacity.
- How the stakeholder participated in the development of the CA PREP RFA application.
- How the stakeholder will contribute to the improvement of adolescent sexual and reproductive health within the community.

**Note:** Please include the following statement in the closing paragraph:

*I, (Local Stakeholder Coalition member's name), am submitting this letter to demonstrate (stakeholder organization)'s ongoing commitment to, and support of, the CA PREP sexual health education efforts of (applicant organization).*