

Date:

Name
Address
Address
Attention:

Reference: Proposal to [program, initiative] – Waiver of Pre-commitment

Dear [PICFI Program Official],

In reference to the Waiver of Pre-commitment guidelines, we are requesting a waiver of pre-commitment.

We are advising you that our [CFE] is prepared to incur these costs at this time at our own risk. In detail, we are requesting that the Program waive pre-commitment on the following costs effective on [date]:

<u>Expenditure</u>	<u>Date</u>	<u>Amount</u>
Total Costs		\$

We understand that the waiver of pre-commitment for the above specified costs does not imply that the proposal will be supported by [program, initiative], understand that the waiver of pre-commitment simply means that **should our proposal be approved, these costs would be considered part of our eligible costs**, and understand the fact that incurring these costs will not affect the decision respecting our need for a contribution from [program, initiative]. **Finally, we understand that if our proposal is not approved, these costs will not be paid by the [program, initiative].**

Thank you for your consideration.

Yours truly,

[Representative, CFE]