Please print on your company letterhead, delete instructions in grey, replace items in [brackets] with your personalized content. Contact Gretchen Hunt, 570-826-0510x275 or [ghunt@ceopeoplehelpingpeople.org](mailto:ghunt@ceopeoplehelpingpeople.org) with questions.

April 27, 2023

Ms. Jennifer Warabak

Executive Director

CEO/Weinberg Northeast Regional Food Bank

185 Research Drive

Jenkins Twp, PA 18634

email: [ceonortheastpa@gmail.com](mailto:ceonortheastpa@gmail.com)

Dear Ms. Warabak,

[Insert company name, EIN#] is committed to supporting the CEO/Weinberg Food Bank during fiscal year 20\_\_-20\_\_ with food donations valued at [$XX – insert amount between $1,000 and $100,000]. Please consider this as a letter of commitment under the Neighborhood Assistance Program.

We are eager to support the Weinberg Food Bank in its work to feed our hungry neighbors in Northeast Pennsylvania.

To verify our eligibility for the Neighborhood Assistance Program, we submitted the online Tax Compliance clearance form on [insert date of submission].

(Tax compliance clearance form: <https://paebrprod.powerappsportals.us/EBR/DOR/Tax-Credit-Economic-Development-Clearance/> )

Sincerely,

[Signature – ink or electronic]

[Contact Name, Title]

[Contact Email Address]

[Business legal mailing address – if not already listed on the letterhead]