New York State Library

Cultural Education Center

222 Madison Avenue

Albany, NY 12230

July [DAY], [YEAR]

To whom it may concern,

This letter is to confirm the availability of funds to pay for the cost of the attached State Aid for Library Construction project. Attached is a statement from [BANK NAME], indicating funds in excess of the project total of. A portion of these funds, equal to $#,### has been earmarked against the latest bank statement dated [LATEST BANK STATEMENT DATE]

If you need any further information, please contact our library director, [DIRECTOR NAME], at [LIBRARY DIRECTOR EMAIL]. Thank you very much for your consideration.

Sincerely,

[TREASURER SIGNATURE]

[TREASURER FIRST NAME] [TREASURER LAST NAME]

Treasurer,

[LIBRARY NAME]

[LIBRARY STREET ADDRESS] | [LIBRARY PHONE #] | [LIBRARY WEBSITE URL]