



**ABC Health**  
123 W. Main Street  
Chicago, IL 60606

Maria Hernandez  
Senior Program Manager, ABC Health  
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555-555-5555  
She/Her/Hers

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July 21<sup>st</sup>, 20XX

Dr. Omar Abadi  
Associate Director, Center for Team Science and Community Engagement  
Local Research University  
Department of Preventive Medicine  
1234 N. Collaboration Street, Suite 1400  
Chicago, IL 60611

Dear Dr. Omar Abadi,

ABC Health is honored to have received an invitation to provide a letter of support for the National Heart, Lung, and Blood Institute (NHLBI) *CAIRS: Clean Air ImpRovement Solutions* grant.

**At this time, the organization does not have the capacity to pursue this grant opportunity.** We encourage you to continue engaging with our organization so that we may be better poised to collaborate on a future grant submission that aligns with both our goals and timelines.

We wish you the best of luck with this grant submission.

Sincerely,

*Maria Hernandez*

Maria Hernandez  
Senior Program Manager  
ABC Health  
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(555) 555-5555  
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<https://www.abchealth123.org>