**LETTER OF COMMITMENT FROM EU PARTNER MUNICIPALITY**

Dear Mr. Knip,

[enter municipality name] is committed to support PLATFORMA and its member organization VNG International in the implementation of the CONNECT project, notably through preparation for, participation in and reporting about the upcoming knowledge exchange in Chisinau, Moldova (+ enter exact dates / period of the exchange).

(Enter municipality name) takes note that CONNECT is a mechanism which facilitates short-term, demand-driven exchange among local practitioners around the world. More specifically, the CONNECT team facilitates knowledge/skills/experiences transfer between local and regional governments in EU partner countries and local and regional governments in the EU.

[Enter municipality name] recognizes that CONNECT will facilitate the matching process between our municipality, as well as 4 other Moldovan municipalities, and a European municipality. We are aware that our staff will not be reimbursed (in terms of salary or per diem) for the time needed for preparation, participation and reporting. Costs which *will* be reimbursed by CONNECT are:

* Accommodation costs in the capital city
* Transportation costs to the capital city (public transport; second class)
* Snacks, lunch and dinner for the participating colleagues

To ensure the quality of the exchange, [enter municipality name] is pleased to liberate (name of staff member) to act as a focal point before, during and after the exchange. Other relevant colleagues will also be given time to actively contribute to and, where applicable, participate in the CONNECT exchange.

Yours sincerely,

[name of manager/Mayor)

[enter municipality name]