

STATE CERTIFICATION

LETTER OF SUPPORT EXAMPLES

The Certified Women-Owned Business (CWOB) application requirements include detailed information supplied by the business owner and one letter of support. All applicants must provide a letter of support from a business reference.

This letter of support is intended to verify your business is at least 51% women-owned. Your letter of support must answer the following three (3) questions from your business reference:

1. What is your relationship with the applicant?
2. Does the applicant own at least 51% of the business? Is the business at least 51% woman-owned?
3. How involved is the applicant in the day-to-day operations?

Pro Tip: Examples of business references you can use may include but are not limited to a banker, lawyer, accountant, insurance agent, etc.

We have provided a few letter of support examples that can be used as a template for your business reference. There is no right or wrong way for the letters of support format, as long as the three questions above are answered.

LETTER A

Example

To whom it may concern,

[Applicant's Name] works with us to provide [XYZ]. She owns 51% of the business and is in partnership with two other women, so I can confirm the business is 100% women-owned. She oversees the shipping, inventory, and marketing aspect for [Applicant's Business Name].

Thank you,

[Business Reference Signature]



LETTER B

Example

To whom it may concern,

I have worked with [Applicant's Name] on a regular basis as her primary resource for accounting needs. She is the primary owner of [Applicant's Business Name] with [Applicant's Female Business Partner] owning 16.67% which makes [Applicant's Business Name] 100% women-owned. [Applicant's Name] is heavily involved in day to day operations; she's there every day and she's my main point of contact whenever I have questions about [Applicant's Business Name].

Thank you,

[Business Reference Signature]

LETTER C

Example

To whom it may concern,

I am [Applicant's Name]'s banker. She controls the finances, is the highest paid, and holds the largest title in the business, so yes, she owns 51% of the business. She is heavily involved in finances. She is responsible for all budgets and fiscal decisions. She sets the prices for contracts and wages. She makes decisions daily that determine the bottom line for [Applicant's Business Name].

Sincerely,

[Business Reference Signature]

Once the application and supporting documentation are received, it is reviewed for approval. There is a non-refundable \$225 application fee required at the time of application. After submitting your application, you will be directed to pay the application fee via our online payment portal. Payment is required before your application can be processed.

The certificate is only valid for **one year**. You will be required to renew your certificate annually to continue to receive CWOB benefits. There is a non-refundable \$225 application renewal fee that will need to be paid before your renewal application is processed.

If you are interested in applying, **click this link to start the application**. Certification typically takes 3-4 weeks. If you have any questions, please call 701-223-0707 or email ndwob@ctbnd.com.

This certification is conducted by NDWBC who is solely authorized by the ND Department of Commerce to examine the applicants' documentation and qualify the applicant for status as a Certified Women-Owned Business in the State of North Dakota. In consideration of the counselor(s) furnishing management, technical assistance, or materials provided, the client waives and absolves all claims against NDWBC and/or their partners' personnel, and that of its Resource Partners and host organizations, arising from this training/assistance.


In partnership with

Funded in part through a Cooperative Agreement
with the U.S. Small Business Administration



 www.NDWBC.com

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