OFFICE OF DISTRICT 3 DIRECTOR

703 B STREET| MARYSVILLE, CA 95901-5556

(530) 741-4233| FAX (530) 741-4245 TTY 711

[**www.dot.ca.gov**](http://www.dot.ca.gov)

Month XX, 20XX

The Honorable Sean Duffy

Secretary of the United States Department of Transportation

1200 New Jersey Avenue, SE

Washington, DC 20590

Dear Secretary Duffy:

The California Department of Transportation (Caltrans) supports the application of the <<Project Lead Agency>> to the United States Department of Transportation (USDOT) << Grant Program Name>> Discretionary Grant Opportunity for Fiscal Year 20XX for the <<Project Name>> (Project).

<<Project Lead Agency>> is seeking <<Grant program name>> to fund <<Phase>> of the Project. <<Insert total project cost and the amount being requested>>. The Project, located at <<Project Location>>, will <<List Project Description and Benefits >>. <<Insert how the project will fulfill the grant program’s goals>>

Paragraph 3: (Optional) *Closing statement if letter still fits on one page. Explain Caltrans’ role, if applicable; or why Caltrans sees the project as significant.*

Caltrans would like to thank USDOT for its consideration of this Project. Signing this support letter does not constitute a financial commitment from Caltrans to cover Project funding shortfalls.

Sincerely,

SERGIO ACEVES

District 3 Director