OFFICE OF THE DIRECTOR

P.O. BOX 942873, MS–49  |  SACRAMENTO, CA 94273–0001

(916) 654-6130 |  FAX (916) 653-5776  TTY 711

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

Month XX, 20XX

The Honorable Sean Duffy

Secretary

United States Department of Transportation

1200 New Jersey Avenue, SE

Washington, DC 20590

Dear Secretary Duffy:

The California Department of Transportation (Caltrans) is pleased to submit the <<Project Title>> (Project) located in <<Project City>>, California, for consideration in the United States Department of Transportation (US DOT) Fiscal Year <<20XX>> <<Funding Program Name>> discretionary grant program. Caltrans requests a total of <<$xx>> million in grant funding and has committed <<$xx>> in <<funding source>>.

<<Briefly describe the project – purpose, need, scope; year of construction; why it will be significant for the Nation, a metropolitan area, a rural area, or a region; how it meets some of the funding Programs merit criteria. Please reference the NOFO for additional information.>>

Caltrans would like to thank US DOT for taking the time to review and consider our application for the <<Funding Program Name>> award.

Sincerely,

DINA EL-TAWANSY

Director