OFFICE OF THE DIRECTOR

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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) supports the application of the <<Project Lead Agency>> to the United States Department of Transportation (US DOT) Fiscal Year 20XX << Grant Program Name>> discretionary grant program for the <<Project Name>> (Project). <<Project Lead Agency>> seeks funding for the <<Phase>>.

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 US DOT for its consideration of this Project application.

Sincerely,

DINA EL-TAWANSY

Director