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:

INSTRUCTIONS: Partner agency must sign before Director will sign letter. Letter must be submitted in Word. Delete this line.

<<Partner Agency>>, in partnership with 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.

<<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.>>

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

Sincerely,

<NAME> DINA EL-TAWANSY

<Title, Partner Agency> Director, Caltrans