OFFICE OF THE DIRECTOR

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<<Month Date, Year>>

Use the final due date for all applications to the program. Delete this line except for the date.

The Honorable Pete Buttigieg

Secretary of the United States Department of Transportation

1200 New Jersey Avenue, SE

Washington, DC 20590

Dear Secretary Buttigieg:

The California Department of Transportation (Caltrans) supports the application of the <<Project Lead Agency>> to the United States Department of Transportation’s (USDOT) <<Full Name of Funding Program (Acronym of Funding Program)>> competitive grant program for the <<Project Name>> (Project).

<<Project Lead Agency>> is seeking <<$xx Amount>> in <<Acronym of Funding Program>> grant funding which will fund <<Phase>>. The Project, located at <<Project Location>>, will <<List Project Description and Benefits >>. With <<$xx Amount>> in State and regional funding already committed, the project will fulfill <<Acronym of Funding Program>> goals of <<List Program Goals>> and will be consistent with Caltrans’ priorities of delivering transportation projects that promote multi-modalism and reduce vehicle-miles traveled, reduce greenhouse gas emissions and criteria air pollutants, and increase equity and access to historically disadvantaged and neglected communities.

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.

Sincerely,

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Director