OFFICE OF THE DIRECTOR

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Month XX, 20XX

The Honorable Pete Buttigieg

Secretary  
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 (USDOT) << Grant Program Name>> Discretionary Grant Opportunity for Fiscal Year 20XX for the <<Project Name>> (Project).

<<Project Lead Agency>> is seeking <<Grant program name>> funding which will fund <<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 USDOT for its consideration of this Project.

Sincerely,

TONY TAVARES

Director