*This is a template letter your utility can use to request a letter of support for federal grant applications from your representatives and/or senators. Please include the necessary details and consider adding further information on how receiving federal grants will benefit the member of Congress’ constituents, including reliability benefits and local jobs or economic benefits.*

***Important Notes****: Some members of Congress have specific instructions for these kinds of requests on their website, including some that require the completion of an online form, please check there first, and follow any specific instructions for your elected officials. Due to security processes, mail sent to the U.S. Capitol can take several weeks to arrive, to receive a timely response, you should also send your request via email.*

\*\*\*

The Honorable *(Senator/Representative First Name Last Name)*

*(Room Number Office Building)*

Washington, DC *(Zip Code)*

Dear *(Senator/Representative First Name Last Name)*,

On behalf of the *(Organization Name)*, I write today to request a letter of support for our grant application to the *(Agency and Name of Grant, for example, U.S. Department of Energy Grip Resilience and Innovation Partnerships)* program (*CFDA Number* *XX, XXX and Funding Opportunity Number XX-FOA-XXXXXX*).

*(Insert background on your organization and its connection to the elected official, for example – our community-owned utility has been in operation for 60 years and provides power to approximately 10,000 homes and businesses in the 16th district OR Organization Name, provides reliable, affordable electricity to nearly 20,000 residents in Minnesota).*

We are applying to the *(Name of Grant)* program in hopes of securing federal funding for *(project information – including details on reliability, resiliency, and environmental benefits to constituents, jobs created, matching funds provided or secured, and anything else that makes your project unique and beneficial)*. Your support of our efforts would be greatly appreciated.

Thank you for your consideration. If you are able to provide a letter of support for our application, it should be addressed to: *(Name and mailing address of granting officer or agency/program office head) – for example:*

*The Honorable Jennifer Granholm*

*Secretary, U.S. Department of Energy*

*1000 Independence Ave., S.W.*

*Washington, D.C. 20585*

The letter can be sent to *(mailing address, email address, or fax number where letter should be sent – note that some offices prefer to send their support letters directly to the granting agency)* or directly to *(Agency Name)* by *(date)*. If you have any questions, please do not hesitate to contact me.

*(If letter signatory is NOT the point of contact for follow up questions, provide that here – If you have any questions, please contact Name, Title, at (XXX) XXX-XXXX or at email address.)*

Sincerely,

*(Name)*

*(Title)*

*(Organization)*

*(Email/Phone Number)*