***SPR Mini Transportation Planning Grant – Letter of Commitment (example)***

Date

Dear Ms. Sanders,

I am writing to officially confirm the commitment of the [insert name of municipality] to apply for the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) FFY 2024 SPR Mini Transportation Planning Grant. The purpose of this grant is to [insert how the grant will be utilized, e.g., develop bicycle/pedestrian, healthy living, trails plan, conduct street inventory, assess safety concerns, develop GIS or similar data/mapping program].

At a recent meeting held on [insert date], the [insert name of municipality] Council/Administrators approved the submission of this grant application with a total cost of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are pleased to inform you that the Council/Administrator has committed to $\_\_\_\_ representing xxx percent of the total project cost.

It is important to note that the funds acquired through this grant will be exclusively allocated for planning purposes. As outlined in the grant guidelines, these funds will not be utilized for engineering or design fees, nor will they cover any construction costs.

Thank you for your attention to this matter. We appreciate the ongoing support of SORTPO in promoting effective regional transportation planning.

If you require any additional information or documentation, please do not hesitate to contact Julie Sanders.

Sincerely,

[Your Name]

[Your Title]

[Name of Municipality]

[Contact]