

[INSERT LETTERHEAD & REPLACE “TEMPLATE” IN DOC TITLE WITH ORG NAME]

[Date]

Mr. Pete Buttigieg  
Office of the Secretary of Transportation  
1200 New Jersey Avenue SE  
Washington, DC 20590

RE: Funding Opportunity Number: DOT-OST-2024-01

Dear Mr. Buttigieg,

On behalf of the [Organization], I am pleased to provide a letter of commitment as a key partner for the FY24 Safe Streets and Roads for All Funding planning grant proposal from Albany County, Wyoming requesting funds to conduct a “Community Action Plan” to assess the condition and needs of all streets and highways in the county and the City of Laramie.

The proposed planning grant will bring together key stakeholders including Albany County, the City of Laramie, Wyoming Department of Transportation (WYDOT), unincorporated community members, Albany County School District 1, and Albany County Fire Department 1. The resulting Community Action Plan will address serious issues across the county including transportation inefficiencies, the need to increase access to multimodal transportation, create more equity for low-income residents, better connections for community members with community services, repairing damaged routes, and improving response times for emergency services across the county.

As [Title or Representation] of [Organization], I am pleased to commit the resources, focused planning efforts, and collaboration needed to prepare our community for this important project effectively. The vision, strong collaboration, and coordination of Albany County, the City of Laramie, school district, fire district, and WYDOT working together on this planning project will ultimately provide all community members with improved outcomes related to health, safety, quality of life, and environmental stewardship.

I urge you to give full consideration and fund Albany County in their request for this grant opportunity.

Sincerely and respectfully,

[Name]

[Title]

[Organization Name]