[INSERT DATE]

Submitted via [ELECTED EMAIL ADDRESS]

[ELECTED TITLE and NAME]

[ELECTED JURISDICTION]

[ELECTED STREET ADDRESS]

[ELECTED CITY, STATE ZIP]

On behalf of [AWARDEE ORGANIZATION], I commend your leadership and dedication to advancing economic development and strengthening our workforce. Federal, state, and local incentive programs play a critical role in creating measurable and impactful improvements in our communities. These programs drive innovation, enhance local economies, and provide equitable access to employment opportunities, particularly in underserved areas.

[INSERT AWARDEE PROJECT SUMMARY – Language can be pulled from original grant application executive summary]

I ask for your continued advocacy for initiatives like the [INCENTIVE PROGRAM NAME]. Programs of this nature empower overburdened communities by fostering job creation, building in-demand skills, and supporting businesses in meeting the needs of a dynamic and competitive economy.

Sincerely,

[SIGNATURE]

[AWARDEE TITLE and NAME]

[AWARDEE ORGANIZATION]

[AWARDEE STREET ADDRESS]

[AWARDEE CITY, STATE ZIP]

[AWARDEE EMAIL] / [AWARDEE PHONE]