[INSERT DATE]

Submitted via [ELECTED EMAIL ADDRESS]

[ELECTED TITLE and NAME]

[ELECTED JURISDICTION]

[ELECTED STREET ADDRESS]

[ELECTED CITY, STATE ZIP]

On behalf of [AWARDEE ENTITY], I want to recognize your commitment to fostering economic growth in our community. Programs that spur investment and provide local businesses and organizations with the tools to thrive are critical drivers of success for hardworking Americans, particularly in underserved communities.

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

I encourage your continued advocacy for initiatives like the [INCENTIVE PROGRAM NAME]. This will empower communities by reducing barriers for businesses, enabling job creation, and ensuring that local economies remain competitive.

Sincerely,

[SIGNATURE]

[AWARDEE TITLE and NAME]

[AWARDEE ENTITY]

[AWARDEE STREET ADDRESS]

[AWARDEE CITY, STATE ZIP]

[AWARDEE EMAIL] / [AWARDEE PHONE]