

[Agency Letter Head]

[Date]

Attn: Karen Schkolnick, Air Quality Program Manager
Strategic Incentives Division
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

Dear Ms. Schkolnick:

In support of the Bay Area Air Quality Management District's effort to accelerate the deployment of plug-in electric vehicles (PEVs) throughout the Bay Area, I authorize submittal of the grant application for the **[purchase or lease]** of new PEVs. **[Name of agency]** agrees to comply with the funding program and eligibility requirements and has secured matching funds from **[matching funds source]** for the balance of costs after the maximum voucher amount has been applied. We also agree to acquire and place the vehicle(s) into service within 120 days from the date the voucher is issued, use the vehicle(s) primarily within the Air District's jurisdiction for at least 3 years, and operate the vehicle(s) for a minimum of 15,000 miles.

[In this paragraph, describe your background and experience that will lead to successful implementation of this project.]

Thank you for considering our project for funding. Should you have any questions about the application, please contact **[name, title]** by email at **[email address]** or by phone at **[phone number]**.

Sincerely,

[Person authorized to execute contracts]

[Title of person authorized to execute contract]