

**[Agency Letter Head]**

**[Date]**

Attn: Chengfeng Wang, Supervising Staff Specialist  
Strategic Incentives Division  
Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109

Dear Mr. Wang:

As the **[Title of the person with the authority to submit the application]** of **[Name of the organization]**, I authorize the enclosed submittal of the Heavy-Duty ZEV Program grant application for **[Brief description of the project]**. **[If someone else will be the day-to-day contact for the project, please state this here and provide the person's name, title, and organization affiliation.]**

**[In this paragraph, describe your organization's background; and your organization's experience that will lead to successful implementation of the project.]**

**[Name of organization]** agrees to comply with all of the funding program and eligibility requirements contained in the Heavy-Duty ZEV Program guidance. Through the enclosed Heavy-Duty ZEV Program grant application, we are applying for **[\$[Amount Requesting]** and have secured matching funds in the amount of **[\$[Matching funds amount]** from **[Source of matching funds]** for the balance of costs for the project to be completed. We also agree to commence the project by the end of calendar year 2016 and place the grant funded equipment into service within **12 months** from the date a funding agreement is executed and operate the equipment until the usage requirements are met and for a minimum of three years.

Thank you for considering our project for funding. Should you have any questions regarding the application, please contact **[Name, Title]** by email at **[Email address]** or by phone at **[Phone number]**.

Sincerely,

**[Name of the person with the authority to submit the application]**  
**[Title of the person with the authority to submit the application]**