

**[Agency Letter Head]**

**[Date]**

Attn: Ranyee Chiang, Technology Implementation Officer  
Technology Implementation Office  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600, San Francisco, CA 94105

Dear Ms. Chiang,

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 Charge! 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 Charge! Program application guidance. Through the enclosed Charge! 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 acquire and place the EV charging station(s) into service within nine months from the date a funding agreement is executed and operate the station(s) until the usage requirements are met 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]**