

SAMPLE LETTER OF INTEREST

Date:

Mr. William Rose, Senior Planner
Bureau of Planning & Community Assistance
NH Department of Transportation
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

RE: Congestion Mitigation & Air Quality Program

Dear Mr. Rose:

Please accept this correspondence on behalf of the Town of _____ signaling our interest in applying for Congestion Mitigation & Air Quality (CMAQ) Program funds in the recently announced application cycle.

We estimate that we will be requesting approximately \$100,000 in federal funds through this program for the construction of a new Park & Ride lot at the intersection of NH 113 and Main Street here in the Town of _____. We've selected this project as a potential recipient of these CMAQ monies given that the location is subject to a great deal of commuter traffic during peak periods, the fact that the Town owns a medium- sized lot on one of the conveniently located roadways, a need for an additional transit stop in the area, and the desire for just this type of project as evidenced at our last two Town Meetings via petition. We believe that this project specifically meets with the following eligibility criteria:

- #5 - Transit Improvements
- #10 - Carpooling & Vanpooling Programs

The contact person for this application process will be:

John Doe, Town Administrator
Telephone: 555-1212, Ext. 10
Email: johndoe@www.com

Thank you for your time and consideration.

Sincerely,

John Doe
Town Administrator