**Municipal Letterhead**

[You may submit your letter electronically to leclairj@easternct.edu]

 [Date]

Jessica LeClair

Institute for Sustainable Energy

Eastern Connecticut State University

372 High Street

Willimantic, CT 06226

Dear Ms. LeClair,

On behalf of the [Municipality], I [Name of municipal representative - either elected official or municipal staff], am writing to express interest in working with a Sustainable CT Equity Coach to complete Sustainable CT action 9.1 Optimize for Equity.

If selected, I commit that [Municipality] representatives of our Sustainability Team and staff will engage with the Sustainable CT Equity Coach for four hours of coaching sessions that may take place via phone, via internet, and/or in-person. Our Sustainability Team will coordinate with the Sustainable CT Equity Coach to schedule all meetings at mutually agreeable times and locations. In addition, [Municipality] will hold the first meeting with the Sustainable CT Equity Coach within 30 days of notification of selection.

Thank you for your consideration of [Municipality] for receipt of this Sustainable CT no-cost assistance opportunity. Please reach out to [identify a contact] at [telephone number or email address] with any additional questions.

Sincerely,