**Municipal Letterhead**

[Please submit your letter electronically to katiem@sustainablect.org]

[Date]

Katie Meder

Sustainable CT

Katiem@sustainablect.org

Dear Ms. Meder,

On behalf of the [Municipality], I [Name of municipal representative either elected official or municipal staff], am writing to express interest in being considered for a C-PACE Workshop offered through the no-cost assistance program in partnership with Sustainable CT and the Connecticut Green Bank.

If selected, I commit that [Municipality] will identify a core team of members to fully participate in the planning for the workshop. Our core team will include [name and titles of all members] given scheduling considerations. The core team will work in partnership with the Connecticut Green Bank to develop a list of identified properties that may be eligible for financing. In addition, [Municipality] will conduct outreach to identified property owners for C-PACE Workshop participation. If selected, [Municipality] will hold the C-PACE Workshop.

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

Sincerely,