**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 the SolSmart program to review our solar zoning regulations through the program’s no-cost technical assistance offerings as well as work with the Connecticut Green Bank to develop a solar permitting process checklist for our municipal website.

If selected, I commit that [Municipality] will provide SolSmart and the Connecticut Green Bank with all requested materials to assist in their review of our zoning regulations and checklist development. In addition, [Municipality] identifies [Name of staff person, including title] as the point of contact for this effort.

We plan to use the results of this technical assistance opportunity as part of our municipality’s submission for Sustainable CT action 4.6 Streamline Solar Permitting for Small Solar Installations. Additionally, we realize that the results of this technical assistance opportunity are part of the foundation of SolSmart Bronze designation.

Thank you for your consideration of [Municipality] for receipt of this technical assistance opportunity. Please reach out to [identify a contact] at [telephone number or email address] with any additional questions.

Sincerely,

[municipal representative either elected official or municipal staff]