**Municipal Letterhead**

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

[Date]

Jessica LeClair

Institute for Sustainable Energy

Eastern Connecticut State University

[leclairj@easternct.edu](mailto:leclairj@easternct.edu)

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 being considered for a Solar for All campaign offered through the Sustainable CT technical program in partnership with the CT Green Bank and PosiGen.

If selected, I commit that [Municipality] will identify at least one municipal representative as the point(s) of contact for the campaign. [Municipality] agrees to promote the Solar for All program to residents and encourage collaboration with relevant municipal departments. In addition, [Municipality] commits to actively seek community partners (i.e. neighborhood groups, nonprofits, churches, leading community organizations), participate in weekly calls, and attend campaign events. I commit to attend the campaign kickoff event, allow the use of the municipal logo on campaign materials, and promote on the town website, calendar, and social media.

* Please check box if intending to include these efforts in an application for 2021 Sustainable CT certification.

Thank you for your consideration of [Municipality] for receipt of this Sustainable CT 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]