**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

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 Community Resilience Building Workshop offered through the Sustainable CT technical assistance program in partnership with the Nature Conservancy.

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. In addition, [Municipality] will complete the pre-workshop Community Characterization Survey with core team members identified prior to the scheduled workshop. In addition, the designated core team will identify and secure the participation of individuals from your community. If selected, [Municipality] will hold the Community Resilience Building Workshop prior to February 25, 2022.

In addition to utilizing the Community Resilience Building Workshop products as part of [Municipality] Sustainable CT application package, we plan to use the results of the process [description of how the results of the process will be utilized in ongoing municipal planning initiatives or other].

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

Sincerely,