

[Enter date: Month, Date], 2026

Andrew B. Fremier
Executive Director
Metropolitan Transportation Commission
375 Beale Street
San Francisco, CA 94105

Dear Mr. Fremier,

My name is [insert name full name] and I am a resident of [Solano jurisdiction]. [List other affiliations, such as relevant committee memberships or organization representation].

I am writing this letter to support the City of [enter city name's] Solano Community Action Resource and Empowerment (CARE) Program grant application. This application is seeking Solano CARE Program funds to implement the [enter name of project/program]. This [project/program (select one or the other)] will [provide description including project limits].

The proposed [project/program] is anticipated to provide several benefits to the community. [Describe any benefits related to the project/program in this section – two to three benefits/sentences should be sufficient].

I would like to express my appreciation for your consideration of the [enter name of the project/program].

Sincerely,

[enter name]
[or any other affiliation]