[Company or Organization Letter Head]

[Date]

Attn: Minda Berbeco, Manager   
Strategic Incentives Division   
Bay Area Air Quality Management District   
375 Beale Street, Suite 600,   
San Francisco, CA 94105

Dear Dr. Berbeco,

As the [Title] of [Name of the organization/company], I support the enclosed submittal of the VW Light Duty EV Infrastructure grant application for [Brief description of the project] and agree to having [number and types of chargers] placed at my location at [address]. [If someone else will be the day-to-day contact for the project, please state this here and provide the person’s name, title, and organization affiliation.]

[Name of organization/company], as a potential Project Beneficiary, agrees to comply with all the requirements of the funding program. We attest to the eligibility of our organization/company as a Project Beneficiary as outlined in the Program application guidance. We also agree to [the Applicant] placing [number and type of chargers] into service on our property within [# of months] from the date the Notice to Proceed is issued and support [the Applicant] operating the station(s) for a minimum of three years on our property. We agree to work with [the Applicant] to ensure they have access to the property for installation, operations and maintenance. [If location is leased or has another owner, indicate that here and append letter of agreement from the owner as well].

Thank you for considering this project for funding. Should you have any questions regarding the application, please contact [Name, Title] by email at [Email address] or by phone at [Phone number].

Sincerely,

[Name of the person with the authority to submit the application]   
[Title of the person with the authority to submit the application]