Sample Letters of Support and/or Commitment

Each letter should be on the submitting organization/agency’s letterhead, dated and signed by the appropriate authority and include the signer’s title.

Pilot & Control Site

Dear Proposal Review Committee:

This letter is to confirm that (name of Pilot/Control Site community) is willing and able to serve as the pilot/control site for the GHSA/IIHS/NRSF speed management pilot program.

Thank you for your consideration.

Sincerely,

Engineering

Dear Proposal Review Committee:

This letter is to confirm that (I/governing body name — i.e., Anytown Town Council, Anytown County Commissioners) have/has approved installation of the following speed-related, temporary engineering countermeasures discussed in this proposal:

(Insert list of countermeasures)

Thank you for your consideration.

Sincerely,

Enforcement

Dear Proposal Review Committee:

This letter is to confirm that the (law enforcement agency) will participate in the speed management pilot program and provide the following data to the Insurance Institute for Highway Safety for evaluation purposes:

(Insert list of data)

Thank you for your consideration.

Sincerely,

Communications & Public Outreach

Dear Proposal Review Committee:

This letter is to confirm that (name of partner) will help implement the following communications and public outreach countermeasures identified in this proposal:

(Insert list of countermeasures)

Thank you for your consideration.

Sincerely,

Advocate/Community Partners

Dear Proposal Review Committee:

This letter is to confirm that (I/advocate/community partner) will participate in the speed management pilot program as outlined in this proposal.

Thank you for your consideration.

Sincerely,

Policy

Dear Proposal Review Committee:

This letter is to confirm that (I/organization) am/is willing to advocate for the speed-related policy change(s) outlined in this proposal.

Thank you for your consideration.

Sincerely,

Funding

Dear Proposal Review Committee:

This letter is to confirm that the following funds/resources are available and have been earmarked to support the speed-related countermeasures outlined in this proposal:

(Insert list of funds/resources)

Thank you for your consideration.

Sincerely,