Letter of Support Template for BEAD Applicants

## Introduction

This document contains templates for letters of support that applicants can use for inspiration when drafting letters with their partners.

* Each letter should be edited and adjusted by the individual writer
* Communicate any elements of your grant narrative you would like the support letter to bolster or reinforce
* Give your partners ample time to draft their letter, as some organizations may need to go through an approval process, such as a council meeting or board meeting.
* Please reference the Local Coordination Module for more information on how to demonstrate partner support.

**A generic sample letter of support, along with more specific templates for elected officials, public schools, and public safety officials, are included below:**

*[****GENERIC LETTER OF SUPPORT]***

***Complete highlighted portions in brackets with requested information and delete highlighted and bracketed text***

[letterhead from supporting entity]

[date]

[Addressee — a representative of your organization]

[Address]

Dear [State Broadband Office],

I am pleased to provide this letter of support on behalf of [supporting organization/entity] for [applicant name]’s application to the [STATE’S] BEAD grant program for their project in [County or region].

[Supporting entity] knows firsthand how important great broadband connections are to [Region]. [Insert 2-3 specific examples of how the supporting entity’s work, clients, or customers is impacted by lack of broadband].

I know that once [region] has ubiquitous, high-speed broadband, our work will be more effective in the following ways:

* [Insert bullets in which broadband will improve efficiency, cost, effectiveness, etc, of entity’s work.]

I am happy to voice [supporting organization’s] full support to [applicant]’s project for this critical work. If you have any questions or would like additional information, please feel free to reach me at [email address] or [telephone number]. We are eager to support this effort and excited about the benefits the project will bring to our community.

Respectfully,

[name]

[title]

*[****PUBLIC SAFETY LETTER OF SUPPORT]***

***Complete highlighted portions in brackets with requested information and delete highlighted and bracketed text***

[ public safety letterhead]

[date]

[Addressee — a representative of your organization]

[Address]

Dear [Addressee],

I am pleased to provide this letter of support on behalf of [supporting public safety organization/entity] for [applicant name]’s application to the [STATE’S] BEAD grant program for their project in [County or region].

 [Supporting entity] knows firsthand how important great broadband connections are to [Region].

The public safety of our community relies on ensuring we have a great quality of life for everyone who lives here, a strong economy, opportunities for our youth, and the most advanced technology systems available to support public safety work. Broadband supports all of that. [Insert additional specific examples].

Once [region] has ubiquitous, high-speed broadband, our work will be more effective in the following ways:

* [Insert bullets in which broadband will improve the efficiency, cost, effectiveness, etc, of the entity’s work.]

As [insert title], my principle responsibility is to protect the public, and this service will help to do that job better. Therefore, I am happy to lend my full support to [applicant]’s project. If you have any questions or would like additional information, please feel free to reach me at [email address] or [telephone number]. Thank you for your consideration.

Respectfully,

[name]

[title]

*[****ELECTED OFFICIALS*  *LETTER OF SUPPORT]***

***complete highlighted portions in brackets with requested information and delete highlighted and bracketed text***

[supporting agency letterhead]

[date]

[Addressee — a representative of your organization]

[Address]

Dear [Addressee],

As [title] of [community], I am pleased to provide this letter of support on behalf of [applicant name]’s application to the [STATE’S] BEAD grant program for their project in [County or region].

As a leader in this community, I hear from constituents all the time about how the current broadband availability is not meeting everyon’e needs. [Insert 2-3 specific examples of how the supporting entity’s work, clients, or customers is impacted by lack of broadband].

I know that once [region] has ubiquitous, high-speed broadband, our education and healthcare services will strengthen, economic opportunity will grow, and quality of life will improve. [Insert any other specific examples of what the connectivity will unlock.]

On behalf of my constituents, I am happy to voice my full support to [applicant]’s project for this critical work.

Respectfully,

[name]

[title]

***[PUBLIC SCHOOL OFFICIALS*  *LETTER OF SUPPORT]***

***complete highlighted portions in brackets with requested information and delete highlighted and bracketed text***

[supporting agency letterhead]

[date]

[Addressee — a representative of the your organization]

[Address]

Dear [Addressee],

As the [title] of [jurisdiction school system], I am pleased to provide this letter of support on behalf of [supporting organization/entity] for [applicant name]’s application to the [INSERT YOUR STATE’S BEAD] grant program for the [project name] project.

Home connectivity is critical for educational outcomes, and I have witnessed the challenges that arise with unequal access to broadband in our community. For example:

* [Insert examples or statistics – how many children don’t have connections at home? Hot-spot lending stats? etc]

With better connectivity across our community, we will be able to better provide opportunities for every child, regardless of where they live. With better connectivity, our district will be able to:

* [Insert a few examples of the impact of the grant. Will it ensure all students can take advantage of 1:1 devices? Will it Provide additional learning opportunities? Will Ensure no one gets dropped during snow days / remote learning days?]

Improving broadband in our community cannot come a moment too soon, and I am happy to express full support for [applicant]’s [state] BEAD proposal.

Respectfully,

[name]

[title]