[MONTH DAY, YEAR]

The Solar Foundation

600 14th St NW #400

Washington, DC 20005

This letter is to express interest in being considered for the SolSmart program. We want to reduce the barriers to solar development in our community.

As a SolSmart participant, [CITY NAME] will document the actions the city has already taken and take additional steps to remove barriers to solar development. The technical assistance offered through the program will help us create benchmarks and measure progress as we progress to a higher achievement level. We recognize that implementing new best practices will require staff time and involvement of our elected and appointed officials.

We believe that SolSmart designation will provide us with important technical assistance and advice that will augment and support our efforts and ultimately lead to an increase in solar power generation across our city, to the benefit of our residents and businesses.

The City of [CITY NAME] looks forward to working with the U.S. Department of Energy.

Sincerely,

[NAME OF CITY OFFICIAL]

[TITLE]

City of [CITY NAME]