**Appendix A: Sample Cover Letter**

Put on entity letterhead

Date

Name of respondent

Entity Name

Address

City, CO XXXXX

Craig Secrest

Director, CDOT Clean Transit Enterprise (CTE)

2829 W. Howard Place

Denver, CO 80204

Dear Mr. Secrest

On behalf of <<Insert entity name>>, I am pleased to submit a response to the SB230 Formula Program FY26 NOFA.  Our <<insert name of governing body>>  has approved our submission and we are fully committed to working with the CTE to receive approval for a grant award. We have elected to submit under the Full COA/Deferred COA approach (pick one) and have included all applicable response materials in our submission packet.  The contact information for our submission is as follows:

**Entity Contact Person: Backup Contact Person:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our submission includes the following attachments:

 <<list included documents>>.

Sincerely,

<<Signature>>

Name of Respondent, Title