

SAMPLE

Letter of Transmittal

Illinois Department of Commerce
and Economic Opportunity
620 East Adams Street
Springfield, Illinois 62701

Dear Director:

The (unit of local government) is submitting an application for an economic development grant under the Community Development Assistance Program (CDAP) for a _____ project. The grant request is in the amount of \$_____ to be used to (use of funds). The benefit to low-to-moderate income individuals is _____%. The grant will be leveraged by \$_____ in additional public and private funds.

Very truly yours,

(Signature of Chief Elected Official)
(or designee)