

NAME
Facilities Manager
facilities@email.org
(123)456-7890
1/1/2025

Dear KEEP,

I am writing this letter to express my support for the **Green Team**'s project at **SCHOOL NAME**. This student group has explained to me their project goals of **changing the school's light switches in favor of motion sensor switches to save energy**.

I am confident that this project will have a positive impact on our community. If this project is approved, I agree that **we can swap the current switches for motion sensor switches**, and I am willing to support the project by **talking to the company we contract with to perform installations of this kind**.

However, **Green Team** students will have to pay for the installation out of the funds they receive, which we estimate to be approximately \$400. Plus, the installation must be done during a school break so as not to inconvenience students and other staff.

Please feel free to contact me at **facilities@email.org** or **(123)456-7890** if you require any further information or clarification on my support of this student project. I know that I can contact Heather Phelps at **hphelps@uwsp.edu** or **715-346-2205** at KEEP if I have any questions regarding the Mini-Grant program.

Sincerely,

NAME
Facilities Manager