

[Place on Company/Organization Letterhead]

[Date]

[Name], [Title]

[Organization]

[Address]

[City, State Zip]

RE: [Project Name - County]

To [Name of Development Specialist]:

[Organization Name] plans to submit an application for funding from the State of Colorado Division of Housing. The amount requested for [Project Name] is [\$X,XXX,XXX]. [Project Name] will consist of [number of] units serving households at XX% AMI, XX% AMI, and XX% AMI.

[Please provide a paragraph introduction to the project.]

Below is a preliminary Sources and Uses table. You may add lines, as needed.

Sources	Amount
	\$
	\$
	\$
	\$
TOTAL	\$

Uses	Amount
	\$
	\$
	\$
	\$
TOTAL	\$

We look forward to discussing this project with you.

Sincerely,

[Signature]

[Your Name]

[Title]

[Company/Organization Name]