



# Agency Letterhead



January 1, 2018

Chris Craig  
Traffic Safety Administrator  
Florida Department of Transportation  
605 Suwannee Street, MS53  
Tallahassee, FL 32399

RE: Concept Paper for (Year) (Program Area)

Dear Mr. Craig,

I am writing to confirm that I am aware of and approve the Concept Paper being submitted by my agency for review for (Year) (Program Area). I believe that the data provided will prove that we have a traffic safety need and have provided a proposed solution and budget for funding that will ultimately reduce traffic fatalities and save lives. Thank you for your consideration in this matter.

Sincerely,

(Agency Head of Subgrantee or Implementing Agency)