

People St – Sample Council Office Request for Letter of Support

Subj: People St Presentation - [Street Name/Location of Potential Project] [Project Type]

Dear [Councilmember or appropriate council representative],

My name is [Name] and I'm applying with [Community Partner] for a project under the Los Angeles Department of Transportation's People St Program. People St is an application-based program that transforms the city's public streets into space for people to gather, recreate and relax.

My proposed project is a [project type] located at [address]. [Insert description of project's purpose, background and goals].

The application process requires a letter of acknowledgement by [Date] from the local Council Office. Can you provide me with this letter? I've attached a template letter for your reference.

Sincerely,

[Name]

[Community Partner (if different from name)]