

People St – Sample Letter of Acknowledgement

Notes to letter writer: Place on personal or organization letterhead. Return to applicant (via PDF or hardcopy) for inclusion in their application package.

[Date]

Kevin Ocubillo
People St
City of Los Angeles Department of Transportation (LADOT)
100 S. Main St., 9th Floor
Los Angeles, CA 90012

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

Mr. Ocubillo and People St:

This letter is to acknowledge that my office is aware of the pending application from [applicant's name/organization] for the Los Angeles Department of Transportation's People St Program 2018-2019 Special Cycle. [Applicant's name/organization] has notified us and provided details on their proposed People St project of a [project type] located at [project address].

As presented to my office, [insert relevant details on proposed project].

Sincerely,

[your signature]

[name, title, organization, contact information, if not provided within letterhead]