

# Letter of Support Template

## Instructions

All supportive stakeholders included in the California Digital Equity Program ("CalDEP") application submission are required to provide a signed Letter of Support ("LOS") describing their endorsement for the application.

As stated in Section 4 "Eligible Applicants" of the Request for Application, supportive stakeholders are defined as entities that express general support or endorsement for the application. Stakeholders are not expected to participate in, collaborate on or contribute to the proposed activities. Please note: Entities that are partners on an application, including second-tier subgrantees, should provide a Letter of Intent instead of an LOS.

The LOS must be signed and executed by the supportive stakeholder and Lead Applicant.

An editable template for the LOS is provided on the next page. Please replace all placeholders in **[brackets]** with application-specific information.

Applicants may modify the template as needed.

**[Stakeholder Organization's Letterhead here, if available]**

**[Stakeholder Organization's Point of Contact Name and Title]**

**[Stakeholder Organization]**

**[Stakeholder Organization Address]**

Dear California Department of Technology,

I am writing on behalf of **[Stakeholder Org]**, which **[Stakeholder Org Overview]**.

We are submitting this letter of support for the **[Lead Applicant]** to show our strong support for their leadership of the **[Application Name]** application for the California Digital Equity Program.

**[Provide Justification for Application Support and Expected Impacts].**

We are excited for this application and its potential to advance digital equity and promote equitable outcomes in **[specify County, Region, or statewide, as applicable]**.

Sincerely,

**[Stakeholder Signature]**

**[Lead Applicant Signature]**

**[Stakeholder Point of Contact Name  
and Title]**

**[Lead Applicant Point of Contact  
Name and Title]**

**[Stakeholder Organization]**

**[Lead Applicant Organization]**