

[Agency Letter Head]

[Date]

Attn: Chengfeng Wang, Grants Programs Manager
Strategic Incentives Division
Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105

RE: Letter of Commitment from **[Name of agency]** to Undertake the Bay Area Air Quality Management District's Commercial Lawn and Garden Equipment Exchange Project

Dear Mr. Wang:

In support of the Bay Area Air Quality Management District's effort to increase the use of commercial zero-emission lawn and garden equipment in **[Name of County]**, I authorize submittal of the grant application for the purchase of this equipment, as listed in our application to the Air District. **[Name of agency]** agrees to comply with the funding program and eligibility requirements. We also agree to commence using the equipment within four months of receipt and to reasonably attempt to maintain the equipment for its intended purpose for a minimum of five years after receiving the equipment. We will not remove the equipment from service or relocate the equipment out of the County without prior approval from the Air District.

Thank you for considering our project for funding. Should you have any questions about the application, please contact **[name, title]** by email at **[email address]** or by phone at **[phone number]**.

Sincerely,

[Person authorized to execute contracts]

[Title of person authorized to execute contract]