

# Sample Funding Request Letter to State DOT

(DATE)

State DOT Contact  
Title  
Address  
City, State, Zip Code

Dear (State Contact Person):

The (Your Agency) hereby requests further information on financial assistance that may be available from the (Your State) Department of Transportation regarding our state's Highway Safety Improvement Program. (Your Agency) is interested in continuing to improve safety on our local roads by reducing the severity and number of highway crashes.

New federal rulemaking related to traffic sign retroreflectivity now published in the Manual on Uniform Traffic Control Devices (MUTCD) requires all government agencies to implement a traffic sign maintenance program and to begin meeting new minimum sign retroreflectivity requirements. (Your Agency) is interested in learning more about this program, but more importantly, applying for any funding opportunities that may be available for local agencies.

(Your Agency) anticipates needing an additional (\$XX,XXX) in annual operating expenses to implement a sign management program and to begin the purchase and installation of new traffic signs. The requested improvements include the following:

1. (Itemize)
- 2.
- 3.

(Your Agency) will budget available necessary funds for a local share of any funding opportunities and can provide additional information related with this request.

Please let me know if you have any questions or need additional information.

Sincerely,

Mayor, County Executive, or City Administrator