

### Requests for Letters of Support for Federal Grant Applications

Thank you for contacting the Office of Congressman Ed Pastor for a Letter of Support for a grant application to a federal agency. Congressman Pastor will give requests his full and fair consideration and will be happy to provide a Letter of Support when appropriate.

In order to better assist you and provide a meaningful Letter of Support, Congressman Pastor requests a minimum of two weeks advance notice prior to the submission of your grant.

In making your request, please provide:

1. The name of the organization requesting the letter.
2. The name and title of the person requesting the letter on behalf of the organization and that person's contact phone and email.
3. A deadline date by when your organization would like to receive Congressman Pastor's Letter

of Support.

4. The catalog of Federal Domestic Assistance (CFDA) number and the name of your grant project.
5. A brief summary of your program including its history, its successes, and how the federal grant would benefit the constituents of Congressman Pastor's Fourth Congressional District, the

region, etc. Please include any benefits such as job creation, matching funds, unique aspects, etc. In addition, explain how grant funding would be used and any partners who are part of the project.

This summary should not be longer than one page.

6. A draft of the Letter of Support that you would like Congressman Pastor to sign. This draft would be used as a guide for a Letter of Support and may not include the same information once the final version is completed.

7. The location where the Letter of Support, once completed, should be sent, such as a mailing address, an email or a fax number.

You may mail, email or fax the requested information to the attention of:

Maura Cordova

EMAIL: [Maura.Cordova@mail.house.gov](mailto:Maura.Cordova@mail.house.gov)

Congressman Pastors' Office

411 N. Central Ave., Suite 150

FAX: 602-257-9103

Phoenix, AZ 85004

For more information, contact Maura Cordova at 602-256-0551.