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| DCC-Technology Demonstration ProgramLetter of Support Template **Instructions**: Please update all sections contained within “[ ]” and remove the parentheses. The project value, if indicated, should match the budget provided in the application (budget section). Letters should be submitted on company letterhead and be signed by a signing authority of the organization. |

Dear Selection Committee Members,

Re: Letter of Support – [Program Name], #**[Project number], [Title of Project],** with [Applicant Organization Name], and [Vendor Organization Name]

[Vendor Company ] is pleased to work with [Applicant Organization] on this project to jointly demonstrate a digital solution adoption/implementation focused on addressing the following challenge:

[Challenge Statement of the applicant company]

The work will take place in [location(s)] and is expected to last [duration]. The total project value is $[OCI funding + matching funding].

Specifically, this project will focus on delivering:

1. [State high level milestones]

2. [State high level milestones]

3. [State high level milestones]

Etc.

We anticipate the following impact from this project: [new/improved products/services/productivity improvement, jobs created/sustained, sustainable competitive advantage, help mitigating X, etc.]

Given the importance of this project to [Vendor Organization], our project support will include [name of project manager] who will [planned participation/brief description of role, including time commitment]. Additional resources e.g. staff time, equipment, access, etc. that we will provide may include [description].

I acknowledge that, should this application be approved for funding, my organization will be required to provide reporting on project metrics at the completion of the project.

I may be contacted at [telephone number or email address] for any further information or questions.

Sincerely,

[Name]

[Title]  
[Signature]