[organizational letterhead]

Unites States Department of Energy

State and Community Energy Programs

Golden Field Office

To Whom It May Concern:

[Our organization] is pleased to support the [STATE AGENCY NAME]’ application to the State-Based Home Energy Efficiency Contractor Training Grant (Training for Residential Energy Contractors (TREC)) program.

[Our organization] wishes to have this Letter of Support address aspects of the Minnesota Department of Commerce’s **Community Benefits Plan**, that can achieve:

1. **Workforce development and entrepreneurship** that invests in high-quality jobs and businesses
2. **Increase job skills training** for individuals from disadvantaged communities
3. **Address racial/gender inequity** in the energy efficiency workforce by supporting MWDBEs

In particular, [Our organization] will support the Minnesota Department of Commerce’s plan to achieve specific benefits: [Copy the benefits you believe your organization can support here]

[Introduce your organization in 1-2 paragraph]

[Detail how your organization can support relevant meaningful benefit with complementary actions (, including aligned activities you already conduct]

I have confidence that the [STATE AGENCY NAME], in collaboration with community partners and leaders, can deliver a workforce energy program for the state of Minnesota that advances equity and measurable community and job benefits.

Sincerely,

[signature]

[contact information]