

*Sample Letter to Request a State Aid City Street Program Project
(Print on City Letterhead)*

September 15, 2015

State Aid Street Committee
P. O. Box 38
North Little Rock, AR 72115-0038

Dear Committee:

The City of (city name) is requesting assistance from the State Aid Street Committee to improve the following city streets in (city name):

Priority	Street Name	Length	Type of Improvement
1.	Main Street	0.5 mile	Overlay
2.	Cedar Street	0.4 mile	Overlay
3.	Broadway Street	0.3 mile	Surface

Economic Development, Public Access, or other purpose: These streets are in poor condition and provide access to our community center, volunteer fire station, and shirt factory. Improving these streets would reduce emergency response times, allow the shirt factory to expand, and enhance the area around our community center.

Improvements to these streets are a high priority for the City. Any assistance will be greatly appreciated.

You may contact me at (501) 555-1111.

Sincerely,

Bill Best
Mayor of (city name)