
Sample Letter Authorizing Firm to Conduct Public Meetings

Letter should be printed on Grantee Letterhead

[Date]

[OCRA Director]
Office of Community & Rural Affairs
One North Capital, Suite 600
Indianapolis, IN 46204-2288

Dear

This letter expresses our consent for _____ to conduct and transcribe minutes for the public hearing for the [Grantee's] Application for the [Project].

Thank you for your consideration of this important community development project.

Sincerely,

Chief Elected Official