

[Sample Letter for Requesting Vehicle Purchase Approval]

[Grantee Agency Letterhead]

[Date]

Mr./Ms. [Project Officer]
Weatherization Project Manager
U.S. Department of Energy
Golden Field Office
1617 Cole Boulevard
Golden, Colorado 80401

RE: Vehicle Purchase Request

Dear Mr. DeSoto:

The (Grantee) , has received and reviewed a request to purchase a vehicle for use in the Weatherization Assistance Program (WAP), from the (Subgrantee) Community Action Agency). The intent to purchase this vehicle was not included in our current (Year) DOE State WAP Plan that was approved by your office.

 (Subgrantee) Community Action Agency indicated their intent to pay for the vehicle with DOE Weatherization funds. A procurement package was provided to new vehicle vendors in their service area. The (Subgrantee) received three (3) bid responses for each item. The specifications requested and bids received for the vehicle are attached. The lowest bid response came from the dealership.

 (Subgrantee) selected the lowest bid of \$ for a (type of vehicle – example: 2004 GMC ¾ ton crew-cab pickup). This bid includes taxes, title, licenses and will require (six to eight) weeks for delivery. The (Grantee) is requesting approval to purchase this vehicle with DOE funds.

All applicable state and federal procurement requirements will be met. The vehicle will be used solely in the Weatherization Assistance Program.

Thank you for your assistance. Please contact at if additional clarification or information is needed.

Sincerely,

XXXXXXXXXX
Program Manager

Attachments (3)