[Insert Letterhead]

Office of the Assistant Secretary for Communications and Information and

NTIA Administrator

National Telecommunications & Information Administration

U.S. Department of Commerce

1401 Constitution Ave., N.W.

Washington, D.C. 20230

[Insert date]

Re: Middle Mile Broadband Infrastructure Grant Program: Southwestern Pennsylvania Commission – “A Southwestern Pennsylvania Partnership to Bridge Middle Mile Connections”

Dear Assistant Secretary Davidson:

I’m the head of a small business in [Insert community/county] which, like many others, doesn’t have access to fast, reliable Internet service. This has been a problem for me for years, but also for the people upon whom my business depends. This problem worsened during and following the COVID pandemic, making high-speed internet a basic necessity for work, study, and medical care.

I was happy to hear that the Southwestern Pennsylvania Commission (SPC) has applied to National Telecommunications & Information Administration for a grant to expand and extend middle mile infrastructure and reduce the cost of connecting unserved and underserved areas of southwestern Pennsylvania.

I’m writing to let you know I fully support SPC in its application for this grant and look forward to the great benefit the grant program will provide to my business operations.

Sincerely,

{NAME]

{TITLE}