[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 [lead/belong to] a religious congregation in [insert community/county]. Many in our congregation and our neighbors don’t have access to fast, reliable Internet service. This has been a challenge for our community for quite some time, but the problem has worsened as high-speed internet is now a basic necessity for work, study, medical care, and quality of life.

[Describe your current internet situation…… Challenges, experiences or needs……. Specific examples of difficulty with online education or work from home. Have you had problems communicating with members via the internet? Would you/your members to be able to download entertainment?]

I was happy to hear that the Southwestern Pennsylvania Commission (SPC) will apply to the National Telecommunications & Information Administration for a grant to expand and extend middle mile infrastructure and allow for more home Internet service available to the region.

I’m writing to let you know I fully support SPC in its application for this grant and look forward to the benefits it will provide.

Sincerely,

{NAME]

{TITLE}