

APPENDIX B

CEO LETTER TEMPLATE

[DISTRICT/COLLEGE LETTERHEAD]

Date

Van Ton-Quinlivan, Vice Chancellor
Workforce & Economic Development Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549

Dear Vice Chancellor:

[Name of District/College] is please to support the grant application for **RFA 13-___**, the **[RFA Title]**.

As indicated in the instructions in the RFA, we are providing the following requested information:

Community college name, address, and central phone number

Community college CEO/Designee name:

Principal contact information for this application (name, title, phone, and email)

Sincerely,

CEO/Superintendent/President