*Sample Letter to Request a State Aid City Street Program Project*

*(Print on City Letterhead)*

July 08, 2022

State Aid Street Committee

P. O. Box 38

North Little Rock, AR 72115-0038

Dear Committee:

The City of (city name) is requesting assistance from the State Aid Street Committee to improve the following city streets in (city name):

**Priority Street Name Length Type of Improvement**

1. Main Street 0.5 mile Overlay

2. Cedar Street 0.4 mile Overlay

3. Broadway Street 0.3 mile Surface

Improvements to these streets are a high priority for the City. Any assistance will be greatly appreciated.

You may contact me in my office at (501) 555-1111 or on my cell at (501) 333-2863. My email address is mayorofcity@city.com.

Sincerely,

Bill Best

Mayor of (city name)