[Insert Date]

[Recipient]  
[Title]

(Municipality)  
[Address 1]  
[Address 2]  
[Address 3]

Dear *(Mayor, Supervisor, County Executive),*

I write to request that our *(Town/Village/City/County)* consider subscribing to the Florida PACE Funding Agency’s PACE Program. The Agency is a single purpose, independent legal entity, public body and unit of local government chartered under Florida Statute 163.01(7)(g). The Agency has been created on behalf of its municipal members to facilitate and finance qualified energy efficiency improvement projects, renewable energy system projects, and wind hardening projects for residents, organizations, institutions and businesses in participating municipalities in Florida as authorized by Florida Statute 163.08.

I am very interested in using this source of financing as a way to improve the value and safety of my property, lower my energy costs, and to enjoy a comfortable living environment. The Florida PACE Funding Agency’s PACE Program will make it easier to accomplish these goals.

In order to take advantage of this financing, our *(Town/Village/City/County)* must subscribe to the Florida PACE Funding Agency’s Program. The Agency’s Program costs *(Town/Village/City/County)* nothing and shields *(Town/Village/City/County)* from all associated risk. Please make this great Program a possibility for *(Town/Village/City/County)* residents and business owners by making it an item for approval on your next Agenda.

Sincerely,

JOHN DOE  
5 Main St, Your Town, FL  
XXXXX