**Sample Letter Authorizing Firm to Conduct Public Meetings**

Letter should be printed on Grantee Letterhead

[Date]

[OCRA Director]

Office of Community & Rural Affairs

One North Capital, Suite 600

Indianapolis, IN 46204-2288

Dear

This letter expresses our consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to conduct and transcribe minutes for the public hearing for the [Grantee’s] Application for the [Project].

Thank you for your consideration of this important community development project.

Sincerely,

Chief Elected Official