**—SPONSORSHIP LETTER OF COMMITMENT TEMPLATE—**

USE THIS LETTER TO **SHOW YOUR SPONSORSHIP PLEDGE FOR, AND ADVISORY COMMITTEE PARTICIPATION IN,** THE “EV CURRICULUM DEVELOPMENT FOR NEW CLASS 1 THROUGH CLASS 8 ELECTRIC DRIVE VEHICLES—A MULTI-PRONGED APPROACH FOR PRE-SERVICE AND IN-SERVICE TECHNICIANS,” PROPOSAL IN RESPONSE TO EERE VTO DE-FOA-0002197 AOI 15.

SELECT AND USE THIS LANGUAGE EXACTLY IN THE LETTER BELOW:

* LIGHT-DUTY $5,000/budget period for $15,000 total, 0.5% of the total project budget
* MEDIUM-DUTY $15,000/budget period for $45,000 total, 1.5% of the total project budget
* HEAVY-DUTY $25,000/budget period for $75,000 total, 2.5% of the total project budget

EDIT ITEMS IN [CAPS] WITH YOUR DETAILS. USE TIMES NEW ROMAN TYPE, 11 PT. FONT OR GREATER, ONE-INCH MARGINS. PERSONALIZE THE SECOND AND THIRD PARAGRAPHS AS YOU DESIRE.

**USE YOUR INSTITUTION’S LETTERHEAD**

Trina Wafle [DATE]

Interim Director, National Alternative Fuels Training Consortium

Assistant Director, Energy Institute

West Virginia University

PO Box 6064

Morgantown, WV

[tkwafle@mail.wvu.edu](about:blank)

**REF: Letter of Commitment for U.S. Department of Energy EERE VTO Advanced Vehicle Technologies Research Proposal, DE-FOA-0002197**

Dear Ms. Wafle:

On behalf of [NAME OF ORGANIZATION], I am writing to confirm our commitment pledge at the level of [CUT AND PASTE LEVEL LINE FROM ABOVE] and our willingness to participate on the advisory committee for the project, “EV Curriculum Development for New Class 1 through Class 8 Electric Drive Vehicles—A Multi-Pronged Approach for Pre-Service and In-Service Technicians,” that you are submitting in response to the U.S. Department of Energy Vehicle Technologies Office 2020 Advanced Vehicle Technologies Research program, DE-FOA-0002197. This commitment is contingent upon the proposal being awarded for funding by the U.S. Department of Energy.

We understand the importance of the proposed training. We look forward to providing our advice about the project from our perspective as a stakeholder in the rapidly evolving transportation sector to help ensure the success of your project. We believe the regular advisory committee meetings will offer valuable networking opportunities for our organization that extend beyond this project.

Best wishes on the success of your proposal.

Sincerely,

AUTHORIZED SIGNATORY, TITLE