May \_\_, 2022

Penny Holler

Leavenworth Economic Development Department

100 N. 5th Street

Leavenworth, KS 66048

Dear Leavenworth Economic Development Department,

My business location is pursuing improvements that will make it more accessible to members of the public with various abilities. I am requesting to participate in the City’s ADA Accessible Grant Program that covers up to $2,500 or 25% of the cost for these improvements.

I am aware that there are multiple local companies that can perform this work and have selected the following contractor to conduct the improvements. Their quote for this project is attached:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that my next step will be to obtain a City permit from the Building Inspection Division. And I look forward to notifying you when this project is complete so the City can conduct an inspection to ensure work was done according to the sidewalk or ramp permit requirements. I will also provide you with a contractor’s receipt or cancelled check when this project has been paid in full so you can process the reimbursement grant.

I look forward to participating in the ADA Accessible Grant Program. If you have any further questions on this request, please call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed,

[Your Name]

[Your Company]

[Address of ADA Improvements]