



**Office of Congressman Joaquin Castro**

**Letter of Acknowledgement (LOA) Request Form**

Federal Building, 727 E. Cesar E. Chavez Blvd, Suite B-124, San Antonio, Texas 78206

Phone: (210) 348-8216 Fax: (210) 979-0737

Thank you for contacting the Office of Congressman Castro for a Letter of Acknowledgement for the federal funding opportunity your organization is pursuing. To ensure that you receive a letter from the Congressman's office in a timely manner, we ask that you provide the information requested below at least 1 week prior to your submission deadline.

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date of LOA Request (MM/DD/YY):** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please check designation that applies:**

Public Institution  501 (C) (3) Non-Profit Organization  State/Local Government Agency/Dept.

**Grant Information:** *(You can complete the following section or provide the Congressman's office with a detailed LOA sample in an attachment).*

**Name of Funding Agency:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_

**Name of Grant:** \_\_\_\_\_

**Grant ID:** \_\_\_\_\_ **Letter Deadline (MM/DD/YY):** \_\_\_\_\_

**Name of Proposal:** \_\_\_\_\_

**Has the project been previously funded?** Yes or No

**Have you requested an LOA from other congressional offices?** Yes or No

**If yes, please provide Member information and staff contact:**

\_\_\_\_\_

**Brief description of Proposal:** *(You may also provide a narrative as an attachment.)*

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**How will this opportunity benefit San Antonio or the TX 20<sup>th</sup> Congressional District?**

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