December 2, 2013

RE: Green Seed Grant
Project XYZ

Dear Green Seed Grant Reviewers:

The Office of ABC within the Office of Washington strongly supports the XYZ application for Green Seed funding. ABC has broad responsibility for the design and function of campus including design oversight, campus planning, and sustainability planning functions. The research derived from the project has great potential to influence and guide design decisions throughout the campus environment.

Every person who comes here to study or work arrives using some form of transportation and they continue to move around campus throughout the day. This movement is fundamental to the experience and functional quality of campus. Many projects ABC is currently involved are proposing or implementing new active transportation systems and transit infrastructure that respond to continued growth and support robust, alternative regional transportation systems.

ABC is committed to working collaboratively with other campus efforts to expand transportation options within and around the University, while protecting the environment and making the region more economically prosperous. The XYZ project will contribute to a greater understanding of the patterns of movement to, from, and through campus and respond to the evolving needs of campus users with a design approach focused on enhancing spatial linkages within the campus fabric, maintaining and appropriate aesthetic, and protecting the unique character of the campus with sustainable options.

Best,

Jane Doe
Office of ABC
Box 123456