MEMO

To: Keli Reynolds  
Of: Kentucky Housing Corporation  
  
From: NAME  
Of: SUB\_GRANTEE

Cc:

Re: Sub-grantee Request for Vehicle Purchase

SUB-GRANTEE NAME would like to request the purchase of a vehicle for our Weatherization Assistance Program (WAP). We current have ## vehicles in our program, REASON FOR REQUESTING NEW VEHICLE.

Following our internal procurement policies, we secured ## bids from various vendors. Our internal policies state DESCRIBE HOW YOU MET YOUR PROCUREMENT POLICY. See attached quotes for prices.

We request to choose VENDOR NAME, MAKE OF VEHICLE, and COST OF VEHICLE. We prefer this selection GIVE REASON.

This VEHICLE will be used 100 percent for our WAP and is an essential need to continue services to our families.