**Sample ISP letter:**

Dear

I am writing on behalf of a group of people working to improve broadband access in our (county/community/neighborhood). Our goal is to harness public and private resources to bring affordable, reliable, high-speed internet to the (county/community/neighborhood) and to encourage the adoption of broadband to improve the health, education and economic opportunities of every resident and business. **(OPTIONAL)** You can learn more about the **(initiative/program/objectives)** at insert link to your site or provide an attached info sheet.

We recognize that internet service providers will be critical private partners in transforming our community through expansion of broadband infrastructure and we would like to provide you an opportunity to address the **(insert the name of your broadband committee/team)** on **(insert a specific meeting date or leave it open-ended, inviting them to schedule a date)**, and to provide any materials you think would be helpful.

While we welcome the chance to receive any ideas you may have, we would be particularly interested your ideas and thoughts on the following topics:

1. In what areas in the county/community does your company currently provide service? Do you have any plans to expand or upgrade service to other parts of our county/community that you can share?
2. How do you think all sectors of the community might work together to deploy affordable broadband services, and what steps do you think we could all take to increase adoption of internet-based technologies, particularly those that would foster accessibility, education, job training, healthcare, and economic opportunities?
3. Do you know of State, federal, or nonprofit funding that could help accelerate the equitable deployment of broadband infrastructure, including affordability, adoption, and accessibility? Would your company be willing to join with (our county/community/neighborhood) to apply for that funding?
4. What do you think are the biggest challenges our community will face as it works to expand broadband infrastructure?
5. Do you have any views regarding the type of internet technologies (both wired and wireless) that might work best in our community, considering available resources, deployment costs and projected future growth in the demand for bandwidth?

As stated earlier, the goal is to improve the health, education and economic opportunities of every resident and business. We will be preparing a plan for broadband expansion to the community, and this will include the information you, and other ISPs choose to provide. If you think it would be more productive, please feel free to provide written answers to our questions, along with any other matters you think we should consider either at or prior to our meeting.

We are very interested in learning more from you and look forward to seeing you **(soon or insert date of meeting)**. If you have any questions or if decide you would rather not meet or present information to our **(committee/team/group),** please contact me at **(insert information)** .

Thank you in advance for considering this.

*Adapted from: National Digital Equity Extension Team (NDEET), 2022.*

