

SAMPLE: Planning Assistance to States Letter of Interest on Sponsor's  
letterhead

Date

District Engineer  
U.S. Army Corps of Engineers  
Portland District  
Attention: CENWP-PM  
Post Office Box 2946  
Portland, Oregon 97208-2946

Dear Sir:

This is in reference to the Corps of Engineers' Planning Assistance to States Program. We understand that the provisions of Section 22 of the Water Resource Development Act of 1974, as amended, provide authority for the Corps to assist in the preparation of comprehensive plans for the development, utilization, and conservation of water and related land resources. The [Sponsor Name] requests planning assistance for its [Name of project]. The project involves [provide a detailed description of the proposed project]. The purpose of the project is to [provide a detailed description of the project purpose].

We would like to discuss the availability of information, required schedule, and level of effort required in order to negotiate a cost-sharing Planning Assistance to States Letter Agreement to initiate a Section 22 study.

Please contact [Sponsor's POC name] to arrange further discussion of this request. [Sponsor's POC name] can be reached at (Sponsor's POC contact information). Thank you for your assistance in this matter.

Regards,

Sponsor Signature Name  
Sponsor Title