Sample Request Letter

for Ecosystem Restoration Services

(Date)

District Engineer

U.S. Army Engineer District, Rock Island

ATTN: Planning, Programs and Project Management Division

Clock Tower Building

P.O. Box 2004

Rock Island, Illinois 61204-2004

Dear Sir or Madam:

This letter is to request assistance from the U.S. Army Corps of Engineers to address an ecosystem problem at (location: the name of the body of water or waterway, and City, and/or County, and State). (Provide a description of the problem including the proposed study area and habitat type.)

The (sponsor) hereby expresses our willingness to serve as the non-Federal sponsor. We would like further information on the process, funding, and level of effort required. Please contact (person) at (phone) to discuss this inquiry.

 Sincerely,

 Signature and Title