

Sample Letter of Request

<SPONSOR'S LETTERHEAD>

<<Enter Date>>

Carlos Suarez
State Conservationist
Natural Resources Conservation Service
2614 NW 43rd Street
Gainesville, Florida 32606

Dear Mr. Suarez:

We request Federal assistance under the provisions of Section 216, Public Law 516, to restore damages sustained in <<Enter Name of County, City, etc.>> by storms of <<Enter Name and/or Type of Disaster that Occurred>> on <<Enter Date Disaster Occurred>>. This work is needed to safeguard lives and property from an imminent hazard of <<Enter Hazard Type>>.

Due to <<Enter Type of Disaster on Enter Date>> the <<Describe the type or types of damage and locations (e.g. streambank next to the County Road Bridge 2A is eroding and threatening to damage the bridge and eventually take the bridge out if the erosion is not stopped.)>>

We understand, as sponsors of an Emergency Watershed Protection project that our responsibilities will include acquiring land rights and any permits needed to construct, and if required, to operate and maintain the proposed measures.

We do not have sufficient funds to provide adequate relief from the <<Enter Name of Disaster>> hazards. We understand that as a Sponsor of this project we are required to provide a minimum of 25% of the total installation cost as cash or in-kind construction services.

The names, addresses, and telephone numbers of the administrative and technical contact persons in our organization are as follows:

<<Enter Name, Title, Address, Telephone Number, Email address, FAX Number of Sponsor's Representative>>

Please contact <<Enter Person's Name from Above Paragraph>> for any additional information that you might need in assessing our request.

Sincerely,

<<Enter Name>>
<<Enter Title>>