

Sample Letter of Request

<SPONSOR'S LETTERHEAD>

<<Enter Date>>

Juan Hernandez  
State Conservationist  
Natural Resources Conservation Service  
4500 NW 27<sup>th</sup> Ave, Bldg A  
Gainesville, Florida 32606  
Email: [SM.FPAC.NRCS.FLEWP@USDA.GOV](mailto:SM.FPAC.NRCS.FLEWP@USDA.GOV)

Dear Mr. Hernandez:

We request Federal assistance under the provisions of section 216 of the Flood Control Act of 1950, Public Law 81-516 or section 403 of the Agricultural Credit Act of 1978, Public Law 95-334, to restore damages sustained in [County name] County by [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 [scope of the problems]. [Explain the assistance needed].

We are a [State, political subdivision of a State, qualified Indian tribe or tribal organization, or unit of local government] with a legal interest in or responsibility for the values threatened by the watershed emergency. We understand, as sponsors of emergency watershed protection measures, that our responsibilities will include:

- Contributing a share of the project costs, as determined by NRCS, by providing funds or eligible services necessary to undertake the activity.
- Obtaining any necessary real property rights, water rights, and regulatory permits.
- Agreeing to provide for any required operation and maintenance of the completed emergency measures.

We have exhausted or have insufficient funding or other resources available to provide adequate relief from applicable hazards. We acknowledge that NRCS will not provide funding for activities undertaken by a sponsor prior to the signing of an agreement between NRCS and the sponsor.

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

<Enter Name>  
<Enter Title>  
<Enter Address>  
<Enter Telephone #>  
<Enter Email address>

Please contact <Enter Name of Sponsor's Representative> for any additional information that you might need in assessing our request.

Sincerely,

<Enter Name>  
<Enter Title>