

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

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 <Enter County Name> County 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>.

We understand, as sponsors of an Emergency Watershed Protection (EWP) Program 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 are prepared to provide local <Enter type of local contribution> of the cost of construction work in dollars or in-kind services.

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>  
<Enter FAX # of Sponsor's Representative>

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>