

# Sample Letter

(TYPE ON LETTERHEAD PAPER)

(Date)

Section 22 Coordinator  
US Army Engineer District, Baltimore  
ATTN: CENAB-PL-E  
P.O. Box 1715  
Baltimore, Maryland 21203-1715

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 Resources Development Act of 1974, as amended, provides 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 **(name of state, Indian tribe, local government, or other non-federal entity)** requests planning assistance for **(briefly describe problem of need, including if appropriate, the name of body of water or waterway, and city, township, etc.), in (county and state).**

We would like to discuss the availability of information, required schedule, and level of effort required in order to negotiate the appropriate Letter of Agreement to initiate a Section 22 study. Please contact **(Name, title, and phone number)** to arrange a further discussion of this request.

Signature of Cooperating Agency