

## Sample Request Letter for Flood Plain Management Services Assistance

(LETTERHEAD OF LOCAL SPONSOR)

(DATE)

Mr. John R. Kennelly  
Chief, Planning Division  
U.S. Army Corps of Engineers  
New England District  
696 Virginia Road  
Concord, Massachusetts 01742-2751

Dear Mr. Kennelly:

This is in reference to your Flood Plain Management Services Program. We understand that Section 206 of the Flood Control Act of 1960, as amended, authorizes the Corps to help others mitigate flood losses. The **[requesting agency, eligible Native American Indian tribe, or private entity]** requests assistance for **[body of water or waterway]**, located in **[city, township or borough]**, in **[county and state]**.

**[Add brief paragraph describing problem or need].**

Property descriptions, **[site plans, maps, and/or photographs]** are enclosed. Upon your review of this initial request, we would like to discuss the availability of information, required schedule, and level of effort required **(to negotiate the appropriate charge if applicable)**. Please contact **[name, title, phone number]** to arrange a further discussion of this request.

Signature of Cooperating Agency or Individual