

## Sample Request Letter for Planning Assistance to States Investigations

(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 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 (Public Law 93-251), 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, eligible Native American Indian tribe, local government, or other non-Federal entity]** requests planning assistance for **[briefly describe problem or need, including if appropriate, the name of the 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 appropriate Cost Sharing Agreement to initiate a Section 22 study. Please contact **[name, title, phone number]** to arrange a further discussion of this inquiry.

Signature of Cooperating Agency

