

Sample Letter of Intent
(Letter Head of Local Sponsor)

(Current Date)

US Army Corps of Engineers-Detroit District
Chief, Planning Office
477 Michigan Avenue
Detroit, MI 48226

Sir,

This is in reference to the Corps of Engineers, Section 22, Planning Assistance to States (PAS) Program. We understand that the provisions under Section 22 of the Water Resources Development Act of 1974, as amended, gives the Corps authority to provide technical assistance activities and the preparation of comprehensive plans for the development, utilization, and conservation of water and related land resources. We also understand there is a required 50% – 50% cost match for this program which 100% of the sponsors' match can be all in-kind services, cash, or a combination of both cash and in-kind services.

The **[name of State, 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 scope of the study, required schedule, and level of effort required in order to negotiate the appropriate Letter of Agreement to initiate a Section 22 study. The **(Name of Agency or Community)** has designated **(Name of Local Contact at Agency and Phone Number)** as the point of contact for this project.

Sincerely,

Agency Official