

(Date)

United States Army Corps of Engineers
Stephen Scissons, P.E.
Albuquerque District - FPMS Coordinator
4101 Jefferson Plaza NE
Albuquerque, New Mexico 87109

Dear Sir:

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]* 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