

(Date)

USACE Albuquerque District FPMS Coordinator  
4101 Jefferson Plaza NE  
Albuquerque, New Mexico 87109

Dear Sir/Ma'am,

This is in reference to your Floodplain 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, Indian tribe or private entity]** request assistance for **[body of water or waterway]**, located in **[city, township or borough]**, in **[county, 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