

**EXAMPLE OF A REQUEST FOR ASSISTANCE LETTER**

Date

Colonel xxxxxxxx  
District Commander  
USACE, Albuquerque District  
4101 Jefferson Plaza NE  
Albuquerque, New Mexico 87109

Dear Colonel xxx:

The State of \_\_\_\_\_ is requesting assistance from the Albuquerque District of the U.S. Army Corps of Engineers (USACE) under the Emergency Operations Program of Public Law 84-99. Specifically, I am requesting assistance: identify the specific needs & required USACE assistance.

State what has been currently committed within the state: the state/local current capabilities and efforts taken to date.

State what information has been attained to date that leads the state to believe they need the Corps assistance i.e. National Weather Service predictions, FEMA &/or local government official's concerns.

State any activation of state/local offices and what declarations have been made. Please provide a copy of the declarations, if any have been made.

In closing, state the POC for the effort, title & phone number

Sincerely,

Governor's Signature for Direct Assistance  
Governor's Signature or Representative for  
Technical Assistance