**(LETTERHEAD OF LOCAL SPONSOR)**

Mr. Steve Fischer

U.S. Army Corps of Engineers – Savannah District

100 W. Oglethorpe Avenue

Savannah, GA 31401

Dear Sir:

This letter is to seek the assistance of the U.S. Army Corps of Engineers under **(Reference the authority under which assistance is requested and identify the type and location of the problem.)**

**(Briefly describe your perception of the nature and severity of the problem.)**

**(Briefly describe the known issues which would affect the acceptability of any recommended solutions, from the perspective of municipal and local governments, and/or the public.)**

We are aware as local sponsor that we will assume costs for lands, easements, right-of-way, relocations and disposal areas (LERRD) and/or assume costs to demonstrate ownership of such.  We also will assume responsibility for any operation and maintenance of the project. Your consideration of this request will be appreciated.  Please contact (name, address, telephone, etc.) for further coordination.

Sincerely,

**AGENCY OFFICIAL**