(Today’s Date)

(Sender’s Address)

(Recipient Agency Address

Recipient Address Line 2

Recipient Address Line 3)

ATTN: (Ms. Mary Hopkins, SHPO)

RE: Compliance with Federal Authorities for (Insert Act Name)

Dear (Mary Hopkins):

The enclosed map shows the proposed project area for the (Project). This area is located in (Township(s), Section(s), Range(s)).

This project includes approximately (Describe project and potential impact). Completion of this project is projected for (timeline).

The Wyoming Business Council and the federal funding agency (Housing and Urban Development), are committed to complying with federal requirements and Executive Orders that apply in federal financial assistance. We are contacting you to ensure this project complies with applicable authorities under your agency’s jurisdiction.

Please review this project with respect to your agency’s concerns and provide a response to me. If your agency has concerns and will not issue a clearance, please contact me at your earliest convenience concerning what steps must be taken to address your concerns.

If you require additional information or require clarification, please contact me at (Phone Number for local contact). Thank you for your attention to this matter.

Sincerely,

(Local Contact for compliance)

Encl. Project area map

Cc: (If applicable)