

Example of letter requesting planning funds. This is only an example. Communities must compose their own letter and make sure it describes the planning need and estimated cost of the project being requested.

(Community letterhead/return address)

(Date)

State of Alaska, Department of Environmental Conservation
Village Safe Water Program
555 Cordova Street, 4th Floor
Anchorage, AK 99501-2617

To Whom It May Concern,

The community of (name of community), represented by the (governing body/representative organization of community), is applying for planning funds to evaluate alternatives to address the following (water/sewer/solid waste) concerns:

- (Short description of planning need in the words of the applicant)

The total amount of planning project funding being requested is (\$ cost).

Enclosed with this letter is a completed planning application for this project.

Sincerely,

(Signature of community representative)

(Printed name of community representative)

(Title of community representative)