

Example of letter requesting construction funding. This is only an example. Communities must compose their own letter and make sure it describes the project need and references the name 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 construction funding for the following (water/sewer/solid waste) capital improvement project:

- **Name of construction project for which funding is being requested**
- **(Short description of project need in the words of the applicant)**

The total estimated capital cost of this construction project is (\$ cost estimate).

Enclosed with this letter is a completed construction application for this project, along with a copy of the Sanitation Needs Report for this project, which includes a description of the existing deficiencies, the proposed facilities, and the total estimated cost.

Sincerely,

(Signature of community representative)

(Printed name of community representative)

(Title of community representative)