

# City and Borough of XXXXX

## PUBLIC WORKS

XXXX STREET • Community, ALASKA Zip code  
PHONE (907) XXX-XXXX • FAX (907) XXX-XXXX

January 1, 2020

Recipient's name, P.E.  
State of Alaska Department of Environmental Conservation  
410 Willoughby Avenue, Suite 303  
PO Box 11180  
Juneau, AK 99811-1800

RE: Project Name  
PWSID#XXXXXX  
Dear Mr. Recipient,

We have completed the [Project name] project generally in accordance with the approved plans and conditions and hereby request final operational approval. Changes from the approved plans included: XXX

Please find the attached signed and sealed as-built drawings.

Sincerely,

Engineer's name, P.E.  
Senior Engineer  
City and Borough of XXXX  
Cc: