

SAMPLE
City or County Notification of Acquisition Project

Month day, 2012

First Last
Agency
1 Road Ave
Anytown, WA 98504

Dear _____:

I would like to inform [Insert County or City Name] that [Insert Applicant Name] is applying for a grant through the state's Washington Wildlife and Recreation Program to [Insert project purpose].

Grant funding would allow [Insert Applicant Name] to [Insert project scope].

Washington Wildlife and Recreation Program grants are administered by Washington State Recreation and Conservation Office (RCO). State law (Revised Code of Washington 79A.15.110) provides that the [Insert county or city name] may, at its discretion, submit a letter to RCO (PO Box 40917, Olympia, WA, 98504-0917) identifying its position on the proposed land acquisition project (RCO project # ___-___). RCO will make any letter received available to the Governor and the Legislature when the grant is submitted for funding.

If you have questions or need other assistance, please call _____ at (XXX) XXX-XXXX or send an e-mail to name@e-mail.

Sincerely,

John Doe

Enclosure [Consider providing Location or Project Map]

cc: Grant Manager, Recreation and Conservation Office