

**SAMPLE LETTER OF REQUEST FOR A SECTION 729 STUDY**

**(LETTERHEAD OF LOCAL SPONSOR)**

Colonel Brian D. Sawser  
District Commander  
U.S. Army Corps of Engineers, Memphis District  
167 North Main Street, B-202  
Memphis, TN 38103-1894

Dear Colonel Sawser:

In accordance with the provisions of Section 729 of the Water Resources Development Act of 1986, as amended, the **(state, city, county, town, non-profit organization)** is requesting Corps of Engineers assistance in addressing water resource needs within the **(name of watershed/river basin)**.

We are fully aware of the following non-Federal requirements associated with projects under the Section 729 authority.

Initial Watershed Assessment: Funded 100% by the Federal government.

Watershed Plan: Funded 75% by the Federal government and 25% by a non-Federal sponsor. The non-Federal share may be funded with cash or work in-kind. This is a study-only authority which does not authorize construction.

We are aware that this letter serves as an expression of non-Federal intent to cooperate on this project and is not a contract obligation. Either party may discontinue this effort at any point.

The **(NON-FEDERAL SPONSOR)** has designated **(NAME /PHONE NUMBER)** as the point of contact for this project.

- **Add any additional information or discussion desired.\***

Sincerely,

**(NAME / TITLE OF OFFICIAL AUTHORIZED TO REQUEST STUDY)**