**Instructions for Fish Habitat Enhancement Project Sponsorship Letter Template**

* **Fill in highlighted fields and delete this section before submission.**
* **Be sure to follow your office’s protocol for sending letters for applications.**

<DatePlaceholder>

<AddresseeNamePlaceholder>

<StreetAddressPlaceholder>

<CityPlaceholder>, <StatPlaceholder> <ZipPlaceholder>

Attn: Insert staff name (if you initiated early coordination)

RE: Insert FHEP sponsorship project name(s)

Dear Name Placeholder or To Whom It May Concern:

The purpose of this letter is to acknowledge sponsorship of the project(s) referenced below by the Washington State Department of Transportation’s (WSDOT’s) environmental retrofit program as a stand-alone fish passage barrier correction project, or the fish passage barrier correction portion of a larger transportation project under the Fish Habitat Enhancement Process (FHEP, RCW 77.55.181(viii).

Insert project name and information. Include Site ID if applicable, Road, Milepost, WRIA, and Stream name.

Please let me know if you have any questions.

Sincerely,

<NamePlaceholder (Upper/Lower Case)>

<TitlePlaceholder (Upper/Lower Case)>

cc: <ListPlaceholder> Consider including PEO, Environment Program Manager and other interested parties associated with this project.