

MUST BE PLACED ON WATER SYSTEM LETTERHEAD

Date

Ms. Vicki Reed
DWSRF Program Coordinator
Water Quality Division
Oklahoma Department of Environmental Quality
P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

Re: Request for Placement on DWSRF Priority List

Dear Ms. Reed:

This letter is to request that the **(insert name of your water system)** water system be placed on the priority list for loan funding from the Drinking Water State Revolving Fund. We have retained **(insert engineer or consultants name)** and water system improvements we plan to make include **(include a brief description of the project detailing the problems or issues to be corrected by this construction)**. If funding is available, this construction could begin **(insert anticipated construction start date if funding was available)**. This project will cost approximately **(insert estimated costs)**.

Please find attached engineering documents for your review **(if available)**.

Sincerely,

(Name of Responsible Official)
(Title)
(Phone number if not on letterhead)