

APPENDIX D – Sample Transmittal Letter

Submit of Municipal letterhead

State Liaison Officer
Bureau of Parks and Lands
22 State House Station
Augusta, Maine 04333

Dear Sir:

The City/Town of _____ is pleased to forward this application under the Land and Water Conservation Fund (LWCF) program administered through the Maine Department of Conservation. The City/Town of _____ is applying for an LWCF grant in the amount of \$_____ in federal funds for the (development/acquisition) of (type of facility).

I am aware that should this application receive approval, there are federal and state requirements for project conduct and for operation and maintenance of the completed facility with which the City/Town will be obligated to comply.

The required local legislative approval was obtained from the (City Council, Town Council, Town Meeting) on (date).

(Name and Title) will be the principal contact and project manager for this project. (He/She) can be reached by telephone at (telephone number) or by correspondence at (address).

Sincerely,

(Signature of Chief Executive Officer)
(Typed Chief Executive Officer's name)
(Typed Chief Executive Officer's title)