



Department of the Interior
Bureau of Land Management
1849 C St NW # 5660
Washington, DC 20240



To: [Elected Official]
From: [Bureau, Region, Office, etc.]
Subject: [NOI, Draft EIS etc.] Regarding [Project]
[Document Title Including the Name of the Project and its Phase]

Dear [Elected Official]:

This letter is to notify your office that the [Bureau] is taking action on [Project], which will [wholly or in part] take place within your [District/State].

The project's [NOI/NOA/Draft EIS etc.] is attached for your information and convenience. If you have further questions regarding the project, please feel free to contact [first SES member with line authority of over the action] at [phone number] or [email address].

Best regards,

[SES member name]
[e/Signature]

Attachment