Sample Letter

for General Request for Assistance

(Date)

District Engineer

U.S. Army Engineer District, Rock Island

ATTN: Planning, Programs and Project Management Division

Clock Tower Building

P.O. Box 2004

Rock Island, Illinois 61204-2004

Dear Sir or Madam:

This letter is to request assistance from the U.S. Army Corps of Engineers to address (briefly describe the problem or need,

including, if appropriate, the name of the body of water or waterway, and City, and/or County, and State).

Please contact (name, title, phone number, email address) to arrange a further discussion of this inquiry.

 Sincerely,

 Signature and Title