

[Date]

[Regional Director Name] [Address]

SUBJECT: Formal Request for Non-Federal Hydropower Development at [Site], [Reclamation Project]

Dear [Regional Director],

Consider this a formal request for [entity] to be considered as a potential lessee to develop non-Federal hydropower at [site], [Reclamation Project], [State]. [Entity] hereby requests that the formal Lease of Power Privilege process be initiated for [site].

[For jurisdiction determination purposes – please indicate whether the proposed development qualifies as **small conduit hydropower development**, defined as “a hydropower plant constructed at a Reclamation Project conduit with the capability of producing 5 megawatts or less of electric capacity.” If the proposed development qualifies as **small conduit hydropower development**, please indicate whether your entity is an operating partner or beneficiary of the underlying Reclamation Project conduit.]

For questions or concerns, I can be reached at (xxx) xxx-xxxx.

[Name]

[Entity Details]

cc. Area Office Manager