

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

Sincerely,

[Name]

[Entity Details]

cc. Area Office Manager