

**MUST BE PLACED ON WATER SYSTEM LETTERHEAD**

**Date**

Ms. Vicki Reed  
DWSRF Program Coordinator  
Water Quality Division  
Oklahoma Department of Environmental Quality  
P.O. Box 1677  
Oklahoma City, Oklahoma 73101-1677

Re: Request for Placement on DWSRF Priority List

Dear Ms. Reed:

This letter is to request that the **(insert name of your water system)** water system be placed on the priority list for loan funding from the Drinking Water State Revolving Fund. We have retained **(insert engineer or consultants name)** and water system improvements we plan to make include **(include brief description of project)**. If funding is available, this construction could begin **(insert anticipated construction start date if funding was available)**. This project will cost approximately **(insert estimated costs)**.

Please find attached engineering documents for your review.

Sincerely,

**(Name of Responsible Official)**

**(Title)**

**(Phone number if not on letterhead)**