

[Your Agency Name]
[Your Department]
[Street Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Consulting Agency Name]
[Street Address]
[City, State, Zip Code]

RE: Request for Consultation and Concurrence - [Project Name/Reference Number]

Dear [Recipient Name],

The [Your Agency Name] is currently reviewing a proposal for the [Project Name], located at [Project Location/Address]. In accordance with [Relevant Law or Regulation, e.g., Section 7 of the Endangered Species Act], we are initiating formal consultation to determine the potential effects of this project on resources under your jurisdiction.

Project Description:

[Briefly describe the project activities, scope, and duration.]

Assessment of Effects:

Based on our internal biological/environmental assessment and the attached documentation, [Your Agency Name] has determined that the proposed action [Select one: is not likely to adversely affect / will have no effect on] the following:

- [Resource/Species 1]
- [Resource/Species 2]

Request for Concurrence:

We request your written concurrence with our determination. If you require additional information to complete your review, please contact [Point of Contact Name] at [Phone Number] or [Email Address].

Thank you for your assistance in this matter. We look forward to your response within [Number] days of receipt of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Enclosures:

[List attached maps, reports, or data sets]