

From: [Insert requestor's mailing address, e-mail address, and phone number]

To: U.S. Fish and Wildlife Service
Raleigh Field Office
P.O. Box 33726
Raleigh, NC 27636-3726

[INSERT DATE OF CORRESPONDENCE]

Re: Online Project Review Request, Project Name, County (ies), North Carolina, Optional project number/identifier

We have reviewed the referenced project using the North Carolina Field Office's online project review process and have followed all guidance and instructions in completing the review. We completed our review on [Insert DATE when you completed the review using online information] and are submitting our project review package in accordance with the instructions for further review.

Our proposed action consists of: [Insert a brief description of the proposed project, including all associated activities such as utilities, stormwater management, access roads, etc. Other documents that describe the project, if available, can be referenced and enclosed].

The location of the project and the action area are identified on the enclosed map [include the lat. / long. Coordinates. provided a map with the location of property and the action area clearly delineated on a U.S. Geological Survey Topographic Map with the name of the quad labeled. For large or linear project or batched reviews of multiple sites, provide GIS shapefiles of the project boundary/features with the projection indicated, if available].

The project is expected to be completed [insert start date and planned project duration].

This project review is needed for [Insert description of the need for review (e.g., grant application, required review by county, etc.). Provide the name of any federal agency or federal program providing a permit, funding, grant, authorization, loan, etc. associated with the proposed project. If the project has no federal nexus, state that there is no federal nexus.]

The enclosed project review package provides the information about the species, critical habitat, and bald eagles considered in our review, and the species conclusions table included in the package identifies our determinations for the resources that may be affected by the project.

For additional information, please contact [name of contact] at the address listed above.

Sincerely,

[Requestor Name and Title]

Enclosures:

- 1) ENTIRE PROJECT REVIEW PACKAGE
- 2) Other relevant project data/documents