

Memorandum

To: **Regional Solicitor's name**, Regional Solicitor

From: Assistant Regional Director, Ecological Services

Subject: Request for Solicitor Review of **name of HCP** Habitat Conservation Plan and Environmental Impact Statement

We are requesting review of the attached Habitat Conservation Plan and Environmental Impact Statement. Please find enclosed CD with pdf and Word versions for your convenience. We request your review by **date**.

If you have any questions regarding this issue, please contact **lead biologist's name** at (phone #) or the Branch Chief/Section 10 Coordinator, name, at phone #.