# *DATE*

Section 106 Manager

Arkansas Historic Preservation Program

Attn: Section 106

1100 North Street

Little Rock, AR 72201

 Re: ***Job* #**

 ***Job Name***

 ***County***

To whom it may concern:

The ***Sponsor***…. proposes the enhancement of ***project and location***.

***Describe the project and how it will affect existing terrain***. A location map is enclosed.

***(enclose a map ….. a USGS 7.5 minute topographic quadrangle is preferred by SHPO)***

We appreciate any comments you may have regarding the handling of this project. If ***name the* *contact person for the sponsor and phone number* …** can be of assistance in this activity, please let us know.

 Sincerely,

 ***NAME & OFFICE***

 ***(Sponsor’s CEO)***

Enclosure(s)