

<Your Agency letterhead>

<Current Date>

<Mr./Ms. >

<Office of Local Assistance, District Local Assistance Engineer>

<Department of Transportation, District #>

<Address>

<City, ST ZIP>

Dear <Mr./Ms. >:

In accordance with the Bridge Preventive Maintenance Program (BPMP) Guidelines, the <LPA> acknowledges that the BPMP Bridge List dated xx/xx/xxxx attached complies with the BPMP Guidelines. This submittal is for a new BPMP Bridge List application. The <City/County/Agency> is aware of the application process and the HBP Project Prioritization policies and procedures outlined in Chapter 6 of the Local Assistance Program Guidelines.

The <City/County/Agency> respectfully requests the Total Participating Cost to be \$###,### for the preliminary engineering (PE) and \$#,###,### for the construction phase.

We look forward to your review and approval of the funding. Should you have any questions concerning this submittal, please contact me at (###) ###-#### or via email at ###.

Sincerely,

LPA Project Manager

Attachment A – BPMP Bridge List dated xx/xx/xxxx Excel

Attachment B – BPMP Bridge List dated xx/xx/xxxx PDF