Insert Letterhead

Date: 1/1/2002

Subject: **Cost Share Contract Approval**

Dear Insert Applicants Name:

The Insert LGU Name has approved your application for cost share assistance to install Insert Practice Name. The cost share assistance cannot exceed $0.00 .

The Insert LGU Name is proceeding to develop a conservation practice plan that includes the standards and specifications that must be followed when installing the practice. In addition, the Insert LGU Name will provide an operation and maintenance plan that includes your responsibilities to maintain the practice during its effective life. It is important that you do not begin installing the practice until the Insert LGU Name has provided you with the completed documents. Before installing the practice, please notify the Insert LGU Name office.

Upon completion of the project, the Insert LGU Name will review all documents related to the practice installation, make adjustments if deemed appropriate, and issue payment via a check.

Enclosed is a copy of the cost share contract you entered in with the Insert LGU Name. Please read it over and feel free to contact Enter LGU contact name at Enter phone number if there are any questions.

Sincerely,

Name
Title
Insert LGU Name

Enclosure