Insert Letterhead

Date: 1/1/2002

Subject: **Conservation Contract Approval**

Dear Insert Applicants Name:

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

The Insert Organization 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 Organization 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 Organization Name has provided you with the completed documents. Before installing the practice, please notify the Insert Organization Name office.

Upon completion of the project, the Insert Organization 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 conservation contract you entered in with the Insert Organization Name. Please read it over and feel free to contact Enter organization contact name at Enter phone number if there are any questions.

Sincerely,

Name
Title
Insert Organization Name

Enclosure