

**Sample State Letter Of Intent**

TO: \_\_\_\_\_, Division Administrator  
Federal Highway Administration

FROM: \_\_\_\_\_  
Administrator and State Transportation Engineer

SUBJECT: [Severe Flooding in] [State]  
[Date]

Dear \_\_\_\_\_

Under the provisions of Title 23, U.S.C., Section 125, this is notice of intent by the [State] Department of Transportation to request emergency relief funds to assist in the cost of repairing damages on the Federal-aid highways in [State] caused by the extreme runoff and flooding following the [storm] beginning [Date].

Attached is a copy of the Declaration by Governor \_\_\_\_\_ of a State of Disaster in [State] on [Date].

Preliminary estimates of the damages sustained to the Federal-aid highways will be forwarded within a few days when assembled.

We are proceeding expeditiously to maintain two-way traffic at all locations and to repair those sections sufficiently to protect facilities from further damage.

Yours Sincerely,

\_\_\_\_\_

Attachment