

<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 updating an on-going BPMP Bridge List project.

This project is already in the FTIP under PM##### and the <City/County/Agency> would like to request changes to the BPMP for Federal Project Number (FPN) #####(###). The <City/County/Agency> requests to <increase/decrease> the Total Participating cost of the project for the following reasons:

1. <insert reason>
2. <insert reason>

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

We look forward to your review and approval of the funding. NEPA <cleared/is anticipated to clear> on ##/##/####. Right of Way <was certified/is anticipated to be certified by> on ##/##/####. Construction is expected for the summer of 20##. 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 for PM##### Excel

Attachment B – BPMP Bridge List dated xx/xx/xxxx for PM##### PDF