[Letterhead]

[Date]

Emily Vail

Hudson River Watershed Alliance

PO Box 1734

Kingston, NY 12402

**Re: Support for Watershed Characterization Technical Assistance Application**

Dear Ms. Vail,

I am writing this letter in support of [the applicant]’s application for Watershed Characterization Technical Assistance for the [watershed name] watershed.

Developing a watershed characterization report is the first step in watershed planning. This process includes organizing a watershed advisory committee, delineating the focus watershed, gathering existing data, and organizing and summarizing the information into a written watershed characterization report. The watershed characterization will provide a context for future planning, and can be used to educate partners and the community on watershed conditions and generate local support.

I agree to support this process by committing time to serve on the project advisory committee.

The advisory committee will assist with gathering data to inform the watershed characterization, community engagement, identifying any additional stakeholders to participate in the advisory committee, and supporting an inclusive process. I understand that the advisory committee will meet eight times between Fall 2022 and December 2023 to advise on the watershed characterization and process.

[Add any information about you or your organization’s work that would be relevant – mission, programs, initiatives, etc. Explain why the project is important, relevant, consistent with broader goals, etc. If applicable, describe any additional important details or roles you might play.]

Thank you for your consideration of this application.

Sincerely,

[Signature]

[Name]

[Affiliation]