

**To Region H project sponsors:** The following is a basic template that can be used with your organization's letterhead to make a formal request for project inclusion in the 2021 Region H Regional Water Plan (RWP). Use of this template is not mandatory. To submit your request, or for questions regarding which projects are associated with your organization in the Initially Prepared RWP, please contact Philip Taucer at [philip.taucer@freese.com](mailto:philip.taucer@freese.com).

[Date]

Region H Water Planning Group  
c/o San Jacinto River Authority  
P.O. Box 329  
Conroe, TX 77305-0329

Re: Projects for Inclusion in 2021 Region H Regional Water Plan

Dear Chairman Evans:

On behalf of [Project Sponsor], I would like to request that the 2021 Regional Water Plan for Region H and the associated project prioritization process include the following:

- [Project 1]
- [Project 2]
- [Project 3]

Please contact me at [preferred contact data] with any questions regarding this request.

Sincerely,

[Name]

[Title]

cc: Philip Taucer, Region H Consultant  
[Additional cc recipient]  
[Additional cc recipient]  
[Additional cc recipient]