

DEPARTMENT LETTERHEAD

Director  
Office of Environmental Quality Control  
235 South Beretania Street, Room 702  
Honolulu, Hawaii 96813

Dear Director:

Subject: Draft Environmental Impact Statement for Project Name and Location

The {Name of County or State Department} requests publication of the subject document in the next issue of The Environmental Notice. Enclosed are the following items:

- One (1) copy in pdf format and a completed OEQC publication form on CD
- One (1) hardcopy of the DEIS (or four hardcopies)
- DEIS Distribution List

If you have any questions, please call Name at phone number.

Sincerely,

Signed by agency official