

## DEPARTMENT LETTERHEAD

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

Dear Director:

Subject: Environmental Assessment / Environmental Impact Statement Preparation Notice for  
Project Name and Location

The attached Environmental Assessment/Environmental Impact Statement Preparation Notice has been prepared pursuant to Chapter 343, HRS and Chapter 200-2, HAR based on our determination that the proposed project may have a significant effect on the environment and will require the preparation of an environmental impact statement. Please publish notice 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 EISPN

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

Sincerely,

signed by agency official