800 Lincoln Way, Ames, Iowa 50010 515-239-[xxxx]

Fax: 515-239-1726

[Date]

[Name]

[Name of agency]

[Address]

[City, State, Zip code]

Re: [Project Description]

Finding of No Significant Impact

[Project Number][Insert PIN Number]

To Whom it May Concern/or Dear [Name]:

This is to inform you that the Finding of No Significant Impact (FONSI) for the proposed [Project Description] in [County Name] County, Iowa, is available from the Iowa DOT and the Federal Highway Administration. To request a copy, please contact me at the above address.

The Environmental Assessment was signed on [Date and Year]. The subsequent FONSI was signed on [Date and Year]. The FONSI is the last step in the environmental process. This notice of availability is being sent to you for your information because of your agency’s past and/or on-going interest in the project.

Sincerely,

[NEPA Document Manager’s Name]

[Section/Title]

Location and Environment Bureau

[Your initials]: [typist initials]

Enclosure

cc: [Name], District [#] Engineer, Iowa DOT