

**Want to receive CEQA notices for a particular project?
*Write your request letter according to this template.***

[Date (Month, day, year format)]

[Name of the Lead Agency]

[Address of the Lead Agency]

Re: **[Reference Project]** Request for CEQA Notices – (Public Resources Code, § 21092.2)

Dear **[Ms./Mr. Name of the clerk of governing board, or if there is no governing body, the director of the lead agency]**

This letter is to request that **[Name of the agency]** provide **[me or organization name]** with copies of CEQA notices issued for the above-referenced project. This request is filed pursuant to Public Resources Code section 21092.2. The requested notices should be mailed to the following address:

[Your name, your organization's name, or name of the person in your organization that is designated to receive the notice]

[Address that the notice should be sent to (your address or your organization's address)]

If you have any questions, please call **[your number/your organization's phone number]**.

Thank you,

[Your signature]

[Your name]