

Month Day, 20XX

John Doe
{Mailing address for your EPA region}

Dear Mr. Doe:

The City of Merit, USA, requests a technical correction to change the recipient of the FY 2023 Congressionally Directed Spending (CDS)/Community Project Funding (CPF) Grants Program for Water Projects as follows:

Original

STAG Account	State	Project (Recipient Name and Purpose)	Amount (\$)
STAG—Drinking Water State Revolving Fund	USA	City of Merit for Regional Governments Water Treatment Plant Improvements	3,326,400

Corrected

STAG Account	State	Project (Recipient Name and Purpose)	Amount (\$)
STAG—Drinking Water State Revolving Fund	USA	Town of Grace Regional Governments Water Treatment Plant Improvements	1,663,200
STAG—Drinking Water State Revolving Fund	USA	Town of Beauty for Regional Governments Water Treatment Plant Improvements	1,663,200

- The need or reason for the change – City of Merit has found other funding sources; Towns of Grace and Beauty need additional funds
- The relationship between the entities – All are partners in the project
- Who initiated the request – City of Merit
- The involvement of any third parties, if known – None

The contact information for each recipient is:

Town of Grace
{Insert Here}

Town of Beauty
{Insert Here}

Thank you for your assistance.

Sincerely,

Name
Title
City of Merit

Name
Title
City of Grace

Name
Title
City of Beauty