[Date]

Mr. Ray N. Yumul

Secretary

CNMI Department of Public Works

2nd Floor, Oleai Joeten Commercial Center, Suite 201

Saipan, MP 96950

**Subject: Request for Technical Assistance from the DPW Technical Services Division**

Dear Mr. Yumul,

This letter is to request that the DPW Technical Services Division provide technical assistance to our agency [requesting department name] at [site location] for the purposes of [state purpose, i.e. conducting a site assessment; obtaining as-built measurements; preparing complete construction document and bid package for solicitation]. Currently, our agency has a budget of [state total budget amount] for construction.

Please contact [name and contact information of agency point of contact] for additional information and to schedule a [state preferred meeting category].

Sincerely,

[name and title of department head]