**TEMPLATE REQUEST FROM ACTION AGENCIES TO SERVICES FOR INFORMAL/FORMAL CONSULTATION**

Date

Dear [field supervisor of local USFWS office(s) or NMFS Assistant Regional Administrator (ARA) or Branch Chief in the applicable office],

Please find the attached Biological Evaluation titled “[give title].” We would like to request section 7 consultation pursuant to the Endangered Species Act, as amended. We have determined our proposed actions may affect, but are not likely to adversely affect the following species and critical habitat units: [fill in names or do a table]. We seek your concurrence with our determinations.

We have also determined that the proposed actions may affect and are likely to adversely affect the following species/critical habitat: [fill in names or do a table]. We request formal consultation for these species/critical habitats.

We look forward to your response. Please contact [name, phone, email] for any questions.

Sincerely,

XXXXX