<date>

Dr. Toni Prawl, Director SHPO

MDNR/DSP

P. O. Box 176

Jefferson City, MO 65102

Dear Dr. Prawl:

Subject: BRO or STP No. XXX (SHPO Log. No XXX-XX-XX)

 <project description, including bridge name and number>

 Transmittal of Memorandum of Agreement for Signature

Attached please find three (3) copies of the Memorandum of Agreement (MOA) for your signature. The MOA was negotiated between our government, the State Historic Preservation Office (SHPO), and the Federal Highway Administration (FHWA) to mitigate the adverse effects of the project on the historic bridge.

The Advisory Council on Historic Preservation was notified of the adverse effect on <insert date> and declined to participate in consultation on <insert date>.

The Missouri Department of Transportation (MoDOT) has reviewed the attached MOA and the accompanying information and found it to be satisfactory. MoDOT notified SHPO and our agency that the MOA was acceptable on <insert date>.

If you have any questions, please feel free to contact < insert contact person and information>. When the SHPO has signed the MOA, please forward it to the FHWA for execution.

Sincerely,

<name>

<title>

Attachments

Copies: Ms. Raegan Ball – FHWA

 Mr. Michael Meinkoth – MoDOT Historic Preservation