[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]