



**Marion SWCD**  
**338 Hawthorne NE, Salem OR 97301**

Request for letter of support, recommendation or reference

**Requestor information**

Name	
Organization	
Address	
Phone	
Email	

**Details of request**

Date of request: \_\_\_\_\_

Request for:

Date requested item needed by: \_\_\_\_\_

- Letter of Support
- Letter of Recommendation
- Letter of Reference

Details of request: Please provide as much detail as possible to support your request including a copy of the project or an executive summary.

Return completed letter:

by email to:

by mail to:

Send completed form by email to [office@marionswcd.net](mailto:office@marionswcd.net) or US mail to the Marion Soil and Water Conservation District office. **A request may take 30 to 60 business days to complete** as Marion SWCD Board only meets once a month, usually on the first Wednesday. A written request would need to be received by Noon on the fourth Tuesday of a month so the request can be sent to the Board prior to their next meeting. Any requests received after this submission date could take 30 to 45 additional days before being considered by the Board.

**Office use only:**

Received by/date:	
Request approved by:	
Request completed by/date:	

06/07/18

*The Marion Soil and Water Conservation District complies with the American with Disabilities Act (ADA) and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.*