**[INSERT DATE]**

**[INSERT NAME],** Secretary

Office of Policy and Management

450 Capitol Avenue

Hartford, CT 06106-1379

Dear Secretary **[INSERT NAME],**

As required by C.G.S. 4b-23(l) I am submitting this letter and requesting interim space request approval of **[INSERT TOTAL SQUARE FEET]** square feet of total space which will be used to house **[INSERT PROGRAM DESCRIPTION INFORMATION].**

While this location is already approved for **[INSERT SQUARE FEET APPROVED IN THE STATE FACILITY PLAN]** square feet in the State Facility Plan, the approval level is not sufficient to meet the needs of the above mentioned program. In order to meet these needs an additional **[INSERT THE ADDITIONAL NUMBER OF SQUARE FEET BEING REQUESTED]** square feet is now required. No additional funds beyond what is already approved in the State Facility Plan are being requested.

Please be aware that prior to submitting this request, my agency has worked closely with your Assets Management unit to confirm that this additional square footage is absolutely necessary at this time.

I am aware that OPM is giving priority consideration to only those interim requests which are of an emergency nature or the lack of which may seriously hinder the efficient operation of the State and that OPM is asking agencies, where feasible, to defer submitting requests for additional square footage until the next State Facility Plan.

However, I believe that submission of this request is justified at this time due to **[INSERT JUSTIFICATION FOR REQUESTING ADDITIONAL SQUARE FOOTAGE AT THIS TIME. SUFFICIENT EXPLANATION MUST BE INCLUDED WHICH EXPLAINS (1) WHY THIS REQUEST CANNOT BE DELAYED UNTIL THE NEXT STATE FACILITY PLAN, AND (2) WHAT EMERGENCY SITUATION CURRENTLY EXISTS AND HOW THIS REQUEST WILL ALLEVIATE SUCH EMERGENCY SITUATION, AND/OR (3) HOW YOUR AGENCY WOULD BE SERIOUSLY HINDERED WITHOUT APPROVAL OF THIS INTERIM REQUEST AT THIS TIME.]**

It is my understanding that, at this time, the Office of Policy and Management is not requiring the submission of capital development impact statements or co-location statements as may be required by C.G.S. 4-66b and C.G.S. 4b-23(3) respectively.

If you have any questions concerning this matter please contact **[INSERT CONTACT PERSON INFORMATION].**

Sincerely,

**[INSERT AGENCY HEAD NAME]**

**[INSERT AGENCY HEAD TITLE]**