**Form E-3 (March 2016)**

(Date)

The Honorable Ronald D. Kouchi, The Honorable Joseph M. Souki,

 President and Members of the Senate Speaker and Members of the House

Twenty-Eighth State Legislature of Representatives

State Capitol, Room 409 Twenty-Eighth State Legislature

Honolulu, Hawaii 96813 State Capitol, Room 431

 Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Souki and Members of the Legislature:

 Pursuant to Section 102 of Act 119, SLH 2015, the Department of \_\_\_\_\_\_\_\_\_\_ has requested approval to (*expend unappropriated federal funds) or (expend additional federal funds*) for (*Program Title, Program ID*) in the amount of $\_\_\_\_\_\_\_\_\_\_.

Attached is a copy of our department’s request.

 Sincerely,

 (NAME OF DEPARTMENT HEAD)

 (TITLE)

Attachment

c: Honorable Jill N. Tokuda

 Honorable Sylvia Luke

bc: Honorable Wesley K. Machida