

Name  
Company  
Address  
City, State and Zip

Dear :

This letter is in regard to your petition dated **date**, which requested that the U.S. Fish and Wildlife Service (Service) **[list, reclassify, delist, emergency list]** the **species** as threatened or endangered **and if applicable** critical habitat be designated for this species pursuant to the Endangered Species Act of 1973, as amended (Act). Your petition was received on **date**.

*If petitioner requests emergency listing:* Please note that emergency listing a species is not a petitionable action under the Administrative Procedures Act or the Act; therefore we treat a petition requesting emergency listing solely as a petition to list a species under the Act. We have not made a decision on the whether the petition presents substantial information that the petition action may be warranted; however, we did consider the immediacy of possible threats to the species and whether emergency listing may be necessary at this time. Our initial review of your petition does **[not]** indicate that an emergency situation exists. However, if at any time conditions change and we determine emergency listing is necessary, an emergency rule may be developed. [*Last sentence not to be included if you determine there is an emergency.*]

If you have any questions concerning this matter, please contact **name**, in our **program**, at **email** or **phone number**.

Sincerely,

**Name**  
**Title/Position**  
**Program**