

Red + Italic = Directions; Highlighted = Insert Something

INFORMATION MEMORANDUM FOR THE SECRETARY

FROM: Dan Ashe, Director, U.S. Fish and Wildlife Service

CC: Gary Frazer, AD, AES

SUBJECT: 90-Day Findings on [# of petitions] Petitions

I. INTRODUCTION

We, the U.S. Fish and Wildlife Service (Service), announce 90-day findings on [# of petitions] petitions to list as threatened or endangered [list species or number of species (e.g. 15 bats)] under the Endangered Species Act of 1973, as amended (Act). The petition(s) to list the [applicable species or number of species] were submitted by [name of petitioner(s)]. *Repeat as necessary.*

Revise as appropriate

Each of the petitions contained information on what the petitioners reported as potential threats to the species. After reviewing the petition, information submitted with the petition, and *if applicable* information available in Service files, we have determined that [# of petitions] petition(s) present substantial scientific or commercial information indicating that the requested actions may be warranted and that [# of petitions] petition(s) do not present substantial scientific or commercial information indicating that the requested actions may be warranted.

II. BACKGROUND

- The petitions include the follow species and their ranges:
 - species common name (*Scientific name*); range *repeat as necessary*

III. COMMUNICATIONS AND OUTREACH

Species Name	Regional Outreach Contact	Telephone