

Date

Gerard Urbas
Washington Military Department
Emergency Management Division
MS: TA-20 Building 20-B
Camp Murray, WA 98430-5122

Re: Designated Applicant Agent

Dear Mr. Urbas:

The purpose of this letter is to designate (insert name and title) as the Applicant Agent and (insert name and title) as the Alternate authorized representatives for (insert name of agency/jurisdiction) for the (name of event) Declaration. The purpose of this designation as the authorized representatives is to obtain federal and/or state emergency or major disaster assistance funds.

These representatives are authorized on behalf of (insert name of agency/jurisdiction) to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements.

Sincerely,

Name
State Agency Department Director or Elected Official (Mayor, Chairman of the Commissioners)