Dear Mr. Christensen:

I hereby appoint __________ (name of person & title) __________ as the authorized representative for ____ (name of entity) ____ for the federally declared disaster # 4420.

Representative Contact Phone ___________________________________

Representative Contact Email ____________________________________

Sincerely,

Name-see list below
Type job title here

Notes: This is an example only do not use this form

An entity may be a County, City, Village, Townships SID, NRD, PPD, PNP, School District, or a State Agency, etc….

The authorized representative is one who will be doing all the paper work-such as the city or county clerk or county roads clerk, financial administrator etc….

The person to sign this letter is someone in charge such as the county commissioner, mayor, highway supervisor, CEO, etc….