



Sample Letter: Member Participation Approval

Date:

Dear MI-TERT State Coordinator,

I, _____, have chosen our employee,
(Agency Head Name)

_____ to be a participating MI-TERT member. This
(Employee Name)

employee is in good standing with our agency and meets or exceeds all the requirements that are set forth in the MI-TERT Bylaws and attached to this letter. Our agency is also a participating member of the Michigan Emergency Management Assistance Compact (MEMAC), and have attached a copy of the signature page from the agreement.

(Name)

(Title)