



*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)