

(Date)

Kay Carman
Director
York County Office of Emergency Management
118 Pleasant Acres Rd.
York, PA 17402

Dear Ms. Carman,

I am interested in applying for the Municipal Coordinator- Basic certification through PEMA. I have enclosed copies of the required certificates for your records. After receiving this certification, I look forward to working with you in the future to achieve both the advanced and the professional certifications.

Thank you for your consideration.

(Your name)
(Title and Municipality)