

**\*\*\*This is a sample letter/email. Please note the areas you will need to complete with specific information.**

**\*\*\*If possible, please use your county letterhead for this request.**

*(insert date here: month, day, year)*

Mr. Joseph Kelly, Director  
Minnesota Department of Public Safety  
Division of Homeland Security and Emergency Management  
445 Minnesota Street, Suite 223  
St. Paul, MN 55101

Dear Mr. Kelly:

Beginning *(insert time period that the storm occurred)* areas in *(insert county name here)* experienced extensive damage from *(insert details of storm damage: i.e. heavy rains/flooding)* across a portion of the county.

Our Initial Damage and Impact Assessment Report revealed damages which met or exceeded 50% of our county federal damage indicator.

At this time, we are requesting your assistance to conduct a Preliminary Damage Assessment (PDA) for the State Public Assistance Program.

I would like to directly coordinate the logistics for the PDA with your staff if that is acceptable to you.

Thank you for your consideration and please let me know if you require additional information at *(insert contact phone number here)*

Sincerely,

*(insert name/s and title/s of requestor/s)*

Cc: *(include name/s and title/s of any applicants and other contacts)*