***SAMPLE REQUEST FOR REIMBURSEMENT LETTER***

***Prepare on Agency/Municipality******Letterhead***

 (Date)

NH Department of Safety

Division of Homeland Security & Emergency Management

c/o Cindy Richard, HMEP Program Manager

33 Hazen Drive

Concord NH 03305

RE: **Hazardous Materials Emergency Preparedness (HMEP) Grant Reimbursement Request for the (Project Name)**

This letter will serve as the Town/City/Agency of \_\_\_\_\_\_\_\_\_\_\_\_\_’s request for reimbursement (or payment on the attached invoice) in the amount of $\_\_\_\_\_\_\_ for the (Project Name).

We have completed the project and paid a total of $\_\_\_\_\_\_\_\_\_\_\_\_and have included a copy of all invoices and checks for payments. I have also enclosed the [Town/City/Agency’s] match documentation. As the grant requires, we will maintain these financial records for three (3) years.

***[Keep the following paragraph in if the project is complete and all soft/in-kind matching was attained]***

Additionally, this letter will serve as a request to close out this project. Please contact me with required closeout procedures.

If you have any questions or need additional information, please contact me at (603) \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you.

 Respectfully,

 John Q. Public

Title