***SAMPLE REQUEST FOR REIMBURSEMENT LETTER***

***Prepare on Entity/Municipality******Letterhead***

(Date)

New Hampshire Department of Safety

Homeland Security and Emergency Management

33 Hazen Drive

Concord, NH 03305

Attn: Public Assistance Officer

RE: ***Public Assistance Reimbursement Request***

The (Municipality/Entity of \_\_\_\_\_\_\_\_\_\_\_\_\_) is formally requesting reimbursement from the Public Assistance program for the following:

Disaster Number: DR XXXX

Project Name: XXXXXXXXXXXX

EMMIE Project Number: XXX

Grants Portal Project Number: XXX

Invoice Totals: $XXXX

75% Federal Share of Invoice Totals: $ XXXX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Damage Inventory Number in Grants Portal | Brief Description of Work Completed | Check/Invoice/ Work Order Number | Total Amount for this Line Item | Federal Share for this Line Item (75%) |
| *#123456* | *Remove 91.85 CY of gravel from ditch on Main Street.* | *Invoice #12345*  *(Check #555)* | *$1,915.52* | *$1,436.64* |
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|  |  |  |  |  |

As required, we will retain these financial records for three (3) years from the closeout of the disaster with FEMA.

If you have any questions or need additional information, please contact me at (XXX)XXX-XXXX. Thank you.

Respectfully,

John Q. Public

# *EMD (or other town official)*