***SAMPLE REQUEST FOR REIMBURSEMENT LETTER***

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

September 18, 2020

NH Department of Safety

Division of Homeland Security & Emergency Management

c/o EMPG Program Coordinator

33 Hazen Drive

Concord NH 03305

RE: **Emergency Management Performance Grant (EMPG) Program 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