

(Date)

Mike Fetrow  
Director  
York County Office of Emergency Management  
120 Davies Dr.  
York, PA 17402

Dear Mr. Fetrow,

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)