



Tribal Letter of Designation to RSA Sample
On Tribal or Department Name with Letterhead

Date:

RSA Project Officer Name
Office of Special Education and Rehabilitative Services U.S. Department of Education
Rehabilitation Services Administration
400 Maryland Avenue, SW Room 5062
Washington D.C. 20202

From: AIVR Project Name
Program Director Name
Mailing Address

Dear Project Officer [Name],
The ABC Tribe respectfully requests AIVR Program Director Name be designated as key personnel for the ABC Vocational Rehabilitation Program. Program Director Name was hired on enter date as the Program Director for the ABCVRP. Program Director Name is authorized by the Approved Organizational Representative enter AOR Name on behalf the ABC Tribe. Program Director Name will have 100% time commitment to the AIVRS Grant.

Please authorize Program Director Name to access the RSA Management Information Reporting System and the G5 Grant Management System. Program Director Name is approved to communicate with RSA personnel regarding any and all activities associated with the ABCVRP.

Thank you for your assistance with our request for approval. Please contact me if you have any questions or concerns at (123-456-7890).

Respectfully,

AOR Signature

Authorized Organizational Representative Name

CC: Name(s) of individuals to receive copies