*On Agency / Department Letter Head*

*DATE*

Captain Todd G. Garrett

Virginia State Police

State Point of Contact (SPOC) 1122 Program

P.O. BOX 27472

Richmond, VA 23261-7472

Dear Captain Garrett,

This letter is to inform you of the following changes to our program staff (Accountable/Requisition Officer or Agency Chief Executive) in our Agency;

New Requisition Officer:

*Ms. Jane Doe*

*(804) 867-5309*

*1234 Main Street*

*Somewhere, VA 12345*

New Agency Chief Executive:

*Colonel Jane Doe*

*(804) 867-5309*

*1234 Main Street*

*Somewhere, VA 12345*

Please contact *Designee* at *phone number/email address* if you need further assistance.

 Sincerely,

 *Chief Executive Officer/Designee Signature Block*