

DATE

Mr. XXX
Address
City, State, Zip

RE: Grant ##### EOD Team Equipment

Dear Mr. X:

Thank you, Mr. XXX and Mr. XXX for meeting with me on DATE, during the site-monitoring visit concerning the above-referenced grant. As a result of our visit, I hope that additional, useful information was provided to you to apply in the management and operation of this grant project and any future homeland security grant programs.

As we discussed, please revise or respond to the following by DATE:

1. Program Objectives
2. Performance Indicators
3. Implementation Schedule

Your commitment to addressing the homeland security needs in your community and throughout our State is appreciated. If you have any questions in the future about the grant, please call me at (XXX) XXX-XXXX.

Sincerely,

Mr. Program Coordinator XXX
Homeland Security Program Coordinator

cc: Mr. Authorized Official to Sign
Grant file