

## Official Letterhead of LESO State Coordinator

Date:

Mr./Ms. (LESO Branch Chief)

Defense Logistics Agency  
Law Enforcement Support Office  
74 N. Washington Ave  
Battle Creek, MI 49037

RE: State or Territory Point of Contact appointment letter for LESO

Dear Mr./Ms. (LESO Branch Chief)

This letter is to confirm that as the Governor appointed State Coordinator of (state/territory) I have appointed (Full Name of State Point of Contact, list all) for the LESO Program. *List the individuals that will have signature authority where it be full or partial authority to sign documents for the state or territory. Add or remove those that are no longer working the program as needed.*

(SPOC) Full name  
Agency working for  
Full Address  
Phone numbers (Work) or (Cell) or both  
Email address

*Special instructions listed here if needed? i.e. Only correspond with the SPOCs and not the State Coordinator.*

Sincerely,

(State Coordinator's Signature)

State Coordinator (*list state or territory*)

CC: *If needed*