*\*\*Please ensure the Governor’s Designation Letter is on official state letterhead and signed by the appropriate party. Note that this is a template, and you are free to adapt as needed. Delete any instructions that are italicized once updated. Submit as PDF.\*\**

February 10, 2019 *(Insert date)*

Anna Gaug

Program Manager

U.S. Department of Veterans Affairs

State Home Construction Grant Program (10NA5)

810 Vermont Avenue NW

Washington, D.C. 20005

Re: *Insert project title or description, location (city or county, state)*

Dear Ms. Gaug,

This is to inform you that *insert full name of authorized state representative* for the *insert name of home* is hereby designated as the official and contact person to act and be responsible in all matters relating to the State Home Construction Grant Program.

All correspondence in regards to *insert description* may be directed to *insert full name of authorized state representative* who can be reached at *insert telephone number*.

Sincerely,

*Insert signature*

*Insert signature block*