

GOVERNOR'S LETTER HEAD

Official Governor Appointment Letter Template

Date

Mr. J.D. Strong
Executive Director
Western States Water Council
682 East Vine Street, Suite 7
Murray, UT 84107-5501

Re: Appointments to the Western States Water Council

Dear Mr. Strong:

This letter serves to formally appoint the following individuals to serve as [State]'s representatives to the Western States Water Council.

State Representatives: (may appoint up to three)

- [Name, Title, Agency]
- [Contact Information: Address, Phone, and Email]
- [Committee Assignment]

Alternative Representatives: (no limit on alternates)

- [Name, Title, Agency]
- [Contact Information: Address, Phone, and Email]
- [Committee Assignment as alternate]

Please contact [individual] with any questions you may have.

Sincerely,

Governor of [State]