DATE

RE: Designation to Participate on US EPA Office of Research and Development (ORD) Research Area Coordination Team

Dear Ms. Matthews:

Pursuant to section 204(b)(1) of the Unfunded Mandates Reform Act (UMRA), meetings between federal officials and employees of state governments that are designated to act on behalf of the state’s elected officers are exempt from the requirements of the Federal Advisory Committee Act. Please accept this letter as the [*insert name of state government*] official designation of [*insert name of state employee*] for purposes of [*his/her*] participation in the US EPA ORD Research Area Coordination Team process.

Sincerely,

[*Include signature of the designating official*]

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[*Insert name and title of designating official*]