[On your organization’s letterhead]

[Insert Date Here]

Mr. Terry Pruitt

Chief, Training Partners Program

National Training and Education Division

National Preparedness Directorate

U.S. Department of Homeland Security/FEMA

400 C Street SW

Washington, DC 20472-3600

Dear Mr. Pruitt,

[Training Provider] requests the certification (or recertification) of [Course Number and Official Course Title]. This course was last certified in [Month Year] and is due to be recertified under the NTED three-year cycle. *(Note: this sentence is only for recertifications)*

[Training Provider] has completed the requisite pilot presentations and subject matter expert course review for [Course Number and Official Course Title]. The dates and locations of the pilot presentations are listed below:

[Bulleted List Dates and Locations of Pilots]

The course review was held on [Insert Date(s) of the Review]. As a result of the course review, appropriate revisions were made to the course presentation materials and a final copy of these materials was sent to [Program Manager’s Name], Program Manager, National Training and Education Division, Training Partners Program.

I respectfully request a Course Certification Letter be issued for [Course Number and Official Course Title] in accordance with National Training and Education Division Course Certification Guidelines.

Sincerely,

[Insert Course Developer’s Name]

[Insert Name of Organization]

[Address]