(Training Partner Letterhead)

\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

Terry Pruitt

Chief, Training Partners Program Branch

National Training & Education Division

Federal Emergency Management Agency

400 C Street S.W., 7th Floor South  
Washington, D.C. 20472-3600

Dear Mr. Pruitt,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Training Partner Name) seeks authorization under the Excess Delivery Acquisition Program to offer a delivery of ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** (Course Number and Name)***.*** All \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Training Partner Name) funding under existing cooperative agreement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Award Number) is either fully expended, or fully obligated to direct costs associated with currently scheduled training, ancillary costs to support those deliveries, and the various operations related to post-delivery processing and reporting as stipulated by the cooperative agreement. Thus, the demand for delivery of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Training Partner Name) courses exceeds the current course deliveries as funded by NTED.

Details of the requested delivery are as follows:

**Requested Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Local POC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Source of Funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{Include a budget as stated in the EDAP Policy.}**

This request has been vetted and approved by the state training point of contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (POC Name). A budget for the delivery of this course, including costs to be incurred by the training provider, RDPC, is included in Attachment A.

We respectfully request your approval of this fixed cost pricing formula and for further scheduling of this class. Sincerely,

(Attach complete budget listing all costs)