

# Letterhead

From Agency Having Jurisdiction (AHJ)

\*\*\*FOR EXERCISE USE ONLY\*\*\*

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**Sender Name**

Job Title

Street Address

City, ST ZIP Code

Telephone

Email

**NARSC Chair**

Street Address

City, ST ZIP Code

Telephone

Email

Date

**Dear NARSC Chair,**

AHJ is requesting two (2) ASAR boat teams to respond to (location) to assist with evacuation and rescue of both small and large animals. ASAR teams should respond to the A-Z fairgrounds for staging and credentialing at the JFO.

Both ASAR teams are approved to enter the effected area under the authorization of AHJ and have been assigned tasking number M12345 for reporting. There are several roadways compromised by the flooding so responders should use the attached travel route for entry into the area.

Upon arrival please contact (local contact and phone number) for additional information on pending field missions. Responding resources should be available at the staging area within 48 hours of acknowledgement of this request. Additional resources may be requested per this request for support.

Sincerely,

**Sender Name**

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