

E X A M P L E

LETTER DESIGNATING AGENCY CONTACT FOR AUTHORIZATION LEVELS

LETTERHEAD

[date]

Ms. Lisa Rodriguez
Electronic Rule Filing Unit
Ohio Legislative Service Commission
77 South High Street, 8th floor
Columbus, OH 43215-6136

ATTN: Authorization for ERF Project

Dear Ms. Rodriguez:

I hereby designate [contact name and title] as the [agency name] staff person to determine and inform you which agency staff will have access to the electronic rule-filing system, and the authorization level to be assigned to each of those individuals. You may contact [contact name] at [contact telephone number and email address].

Sincerely,

[Director/President signature]