

SAMPLE ONLY

AGENCY LETTERHEAD

Date: April 4, 20XX

To: Department of the Treasury
Bureau of the Fiscal Service
P.O. Box 12599-0599
Kansas City, MO 64116

From: John D. Doe
Title

Subject: Head of Agency (HoA) Self-delegation.

In accordance with the authority vested in me as (Title, Agency Name, City, State), I hereby self-designate myself as Head of Agency. As Head of Agency, I reserve the right to delegate this authority.

If you should have any questions, please contact (Point of Contact), at (xxx) xxx-xxxx.

----- / Digital Signature / -----

John D. Doe
Title