*This is a sample letter only and can be customized.*

PA Fish and Boat Commission / Natural Resource Conservation Service

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conservation District

Dear :

The PA Fish and Boat Commission / Natural Resource Conservation Service recognizes the importance of serving on the Quality Assurance Board (QAB) for the \_\_\_\_\_\_\_\_\_\_\_\_\_ Conservation District’s Dirt, Gravel, and Low Volume Road Maintenance Program (Program). The QAB is instrumental in recommending Program projects and policies to the Conservation District Board for approval.

In order to better serve the Conservation District and their program, the agency designates  *name* of  *affiliation*  as the official representative of the PA Fish and Boat Commission / Natural Resource Conservation Service for the local QAB. This designation is effective immediately upon District approval and continues until *date . Optional text could be added here to establish a designated alternate member to vote on the QAB in the event the member above cannot attend.*

I would like to commend your organization for the important contribution it makes to our community and environment, and I wish you continued success with the Dirt, Gravel, and Low Volume Road Maintenance Program.

Sincerely,