

Subject: [Community Name] Account Access

Body:

Community EIN # (OR) Community UEI:

[Community Name]

To Whom it May Concern:

I am the [Job Title] for the [Community Name], [State] requesting to be linked to my community's SLFRF account. I have already created a contact account through login.gov utilizing the information listed below. I understand that I cannot utilize an email address that was previously registered to a different contact and therefore am using the same email I am sending this request from, acknowledging that all future communications will flow through this email.

I am requesting to have my contact account linked to my community account in order to stay in compliance with the program requirements. When adding my contact to our account, please ensure I have the roles of Account Administrator, Point of Contact, and Authorized Representative for Reporting assigned.

Here is our contact information to update the Community's record:

Name:

Title:

Email:

Phone Number:

Community Address with zip code:

I also understand that if I have not already created my account this may delay this process.