

**MEMA MITIGATION SAFEROOM PROGRAM  
Reimbursement Request Letter**

TO: Mississippi Emergency Management Agency

FROM: Applicant: \_\_\_\_\_

RE: Saferoom Reimbursement Request

We are submitting reimbursement documentation for the above referenced Hazard Mitigation Saferoom Program Project. Please accept this letter as confirmation that all work related to the project herein documented has been completed in a satisfactory manner.

The Project was completed on \_\_\_\_\_ and inspected  
(Date)  
on \_\_\_\_\_. We are requesting reimbursement totaling \$ \_\_\_\_\_.  
(Date)

I/we certify that the reported costs for the above referenced grant were incurred in the performance of the eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the Offer Letter.

Signature \_\_\_\_\_ Date: (m/d/yyyy) \_\_\_\_\_

Printed Name: \_\_\_\_\_

Home Address: \_\_\_\_\_