Agency Head Date

Agency Name

Agency Street Address

City

State

Zip Code

Subject: AGENCY COMMITMENT LETTER

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have reviewed our agency’s application for participation in the Staffing Analysis Implementation Project sponsored by the National Institute of Corrections. The five agency personnel participating in this project will have the necessary technological recourses, sufficient time, and agency support to meet all project expectations. On behalf of our agency, I affirm the information provided is accurate as stated in the application.

Signed by agency Chief Executive Officer