

**Missouri Fire Department**  
**123 Main St.**  
**Anywhere, MO 12345**

Nov. 07, 2024

Jim Smith  
Missouri Fire Department  
President of the Board

Joshua Couture  
NFIRS Program Manager  
Missouri Division of Fire Safety

Mr. Couture,

The following personnel are authorized as NFIRS users for Missouri Fire Department until further notice.

John Doe | Fire Chief | email address | phone number | Account permission level

Jane Doe | Firefighter | email address | phone number | Account permissions level

Please let me know if you have any questions regarding this matter.

Sincerely,

Jim Smith