Department or Agency Letter Head

12/10/23

IFSTA Account Manager,

Please accept these instructors and allow them access to the ResourceOne Curriculum web site. These individuals are qualified instructors and are responsible for Firefighter Training and Certification at *(Insert your department’s name).*

1. Lt. Dan Smith ([dan.smith@firedepartment.org](dan.smith%40firedepartment.org))
2. Jeff Smith ([jeff.smith@firedepartment.org](jeff.smith%40firedepartment.org))
3. Guy Jones ([guy.jones@firedepartment.org](guy.jones%40firedepartment.org))

Thank you,

(Name of Person Authorizing the Request for the Material)

(Title of Authorizing Agent)

If the following items are not on the letter head they must be provided here:

(Full Physical Business Address. No PO Box will be accepted)

(Departments or Agencies Phone Number where the Authorizing Agent can be contacted)