
DELEGATION OF AGENCY HEAD APPROVAL AUTHORITY FOR 2011 ITGR

**PLEASE CUSTOMIZE FOR YOUR AGENCY USING OFFICIAL AGENCY
STATIONERY AND FAX TO 404-478-9421**

DATE: XX-XX-XXXX

Michael C. Curtis
Office Director
Enterprise Governance and Planning Division
Georgia Technology Authority
47 Trinity Avenue
Atlanta, GA 30334

Ref: Delegation of Authority To Finalize and Approve <Agency Name> Information
Technology Governance Report

Dear Mr. Curtis:

I, <Name of Agency Head of <AGENCY NAME> delegate the following person to
finalize and approve our Agency Information Technology Governance Report for
2011.

Name:
Title:
E-Mail:

Sincerely,

(Agency Head Signature and Name)