

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 2012.

Name:

Title:

E-Mail:

Sincerely,

(Agency Head Signature, Name and Phone Number)