

SAMPLE LETTER REQUESTING STATE ASSISTANCE

Date of Letter

The Honorable **(Name)**
Governor, Commonwealth of Kentucky
The Capitol
Frankfort, Kentucky 40601

Dear Governor **(Name)**:

This is to advise you that **County/City** has experienced a devastating **(Flood, Tornado, etc.)** on **(Date)** causing considerable human suffering and widespread damages to public and private property and to vital public facilities.

I have expended the maximum amount of equipment, time and personnel effort that the **(County/City)** is capable of providing to alleviate suffering and now find that the situation is beyond the capability of the **(County/City)** for adequate response.

As a consequence, under KRS Chapter 39, I declared a State of Emergency on **(Date)** in **(County/City)** and request assistance from the state to supplement local response to the damage as detailed on the attached Damage Assessment Report.

Sincerely,

(Signature of Judge/Executive or Mayor)
(Name of County or City)

Attachment