Date

Name of the Emergency Response Agency

Address of the Emergency Response Agency

Dear Name,

The purpose of this letter is to notify you that Name child care license applicant is in the process of applying for a child care license to operate an outdoor, nature-based program for children at Physical address of ONB program location.

Washington State’s child care licensing regulations, specifically WAC 110-302-0400(4)(f), require that I notify the local emergency management system, fire district, or other applicable emergency response agencies of the location of this outdoor, nature-based child care program.

If you have any questions, please feel free to contact me at Phone number and email address.

Sincerely,

Name

cc: File