

Sample Memo to request Age Waiver for Subsidy Guidelines January 2015

The memo should include the following:

- Drafted on Company letterhead
- Identify Unit number, type, and age
- Plans to replace or expected life, including disposition plan. If you plan to replace the unit within a short time period then there should be a statement included regarding the type of maintenance that would be submitted i.e. only routine preventative maintenance.
- Call statistics for at least the previous 12 months that indicate it is still running calls
- Any other information to support extenuating circumstances
- Signed by the Chief Officer and/or President
- Send to BCVFA President and BCVFA-Admin

SAMPLE LETTER:
{on company letterhead}

TO: BCVFA President & BCVFA-ADMIN

FROM: { Your Name, Rank, Company }

DATE: { Current Date }

RE: Waiver for Equipment over 20 Years Old

We are requesting a waiver to the subsidy guideline that states Subsidies will not be paid for vehicles over 20 years in age. We plan to replace {Unit}, { Unit Year Make Model } with a new vehicle that should arrive {enter arrival timeframe}. We plan to { what are you doing with old unit and when } { Any other information to support extenuating circumstances. }

{ Describe Current Call statistics for the unit & reason to still need it. }

Respectfully Submitted,

{ Signed by Chief Officer and/or President }