

Example Letter Appointing ARMR

Date:

BY MAIL

Phillip A. Lattimore III, Esq.
Chief Risk Officer and Director
District of Columbia Government
Executive Office of the Mayor
Office of Risk Management
441 4th Street, NW
Suite 800 South
Washington, D.C. 20001

RE: Appointment of Agency Risk Management Representative (ARMR)

Dear Mr. Lattimore:

It is my great pleasure to advise you that [blank] has been appointed as the Agency Risk Management Representative for [your agency]. Our agency is fully committed to integrating risk management into our day-to-day decision-making and business processes. [Blank] will have the agency's management team and my full support in all facets of this process.

I am forwarding relevant documentation regarding the Agency Risk Management Representative (ARMR) position, as well as the agency's official organizational chart identifying the position location and authority, and dotted-line relationship to the Director's Office.

Please find enclosed a copy of the [Agency] organizational chart.

If you have any questions or comments, I can be reached at [number].

Sincerely,

[Agency Director name]
[Title]

CC: [As appropriate to your agency, but I would also copy all Senior Managers in your agency, as a first toward demonstrating your commitment]