

Sample Letter Requesting a Prospective Payment

**Must be on Local Agency Letterhead
(with Local Agency name and address)**

Date

Mychelle Thomas, Chief
Local Agency Fiscal Section
California Department of Public Health
WIC Program
3901 Lennane Drive
Sacramento, CA 95834

Dear Ms. Thomas:

The purpose of this letter is to request a prospective payment for Federal Fiscal Year 2012 on WIC local agency agreement number XX-XXXXX. We are requesting \$ZZ,ZZZ, which is equal to or less than 1/12th of the authorized funding amount of the first budget period, not to exceed twenty-five percent (25%) of the authorized funding amount for the first budget period.

Enclosed you will find the following required documents:

- Bank letter of agreement.
- Bank cards (two sets).

This letter shall serve as a formal acceptance of the caseload and funding allocation to be awarded to our agency. I understand that the funding allocation is not subject to dispute.

I also understand that, in the event this agreement is not fully executed, for whatever reason, this prospective payment will be repaid in full. If you have any questions, please contact _____ at (XXX) XXX-XXXX.

Sincerely,

Name
Title

Enclosures