

Jane B. Smith  
President  
Company Name Inc.  
222 4th Street NW,  
Tampa, Florida 11111

Dear Mrs. Smith:

I am pleased to appoint you as a Representative to the Committee Name on this date to present the viewpoint of the commercial fishing industry. Your term will expire on December 31<sup>st</sup> of the third full year after the effective date of this appointment.

The Committee Name provides valuable assistance to the Department of Homeland Security on matters related to commercial fishing vessel safety. DFO/ADFO Name, the Alternate Designated Federal Officer, will contact you with further information about the first scheduled meeting.

I appreciate your willingness to serve on the Committee. I know the Department of Homeland Security will benefit from your ideas and experience.

Sincerely,

Alejandro N. Mayorkas  
Secretary