

# EXAMPLE

## Earth Traditional Academy



10200 Terra Grande Ln  
Grand Old Planet, AZ 86000

*Keeping your children  
firmly planted*

May 1, 2017

Arizona Department of Public Safety  
Access Integrity Unit – MD 3160  
Noncriminal Justice Compliance Team  
P.O. Box 6638  
Phoenix, AZ 85005-6638

Dear Noncriminal Justice Compliance Team:

The following is an updated authorized personnel list for the Earth Traditional Academy.

<b><u>Authorized Individual</u></b>	<b><u>Title</u></b>
Williams, Brian	Boss
Bailey, Sarah	Auxiliary Boss
Markland, Henry	Administrative Assistant
Macan, Jane	Director
Vab, John	Receptionist

If you have any questions, you can reach me at (800) 500-5000 Ext 1.

Sincerely,

*Jane Macan*

Jane Macan  
Agency Security Contact  
Human Resources Director, Earth Traditional Academy