# [PLACE ON AGENCY LETTERHEAD]

[Insert Date]

TO: Rikki Nicole David

 State ADA Coordinator

The [Insert Agency Name] manages three (3) major web properties as follows:

1. Website: The website is located at [www.department.la.gov](http://www.department.la.gov/). This site is the main web property used to communicate information to the public regarding the government services offered by the agency. The managers for this site include:
	* + Technical Manager: Cultiva8 Creative (web vendor), John Doe, (225) 922-xxxx, john.doe@cultiva8.com
		+ Content Manager: Sarah Smith, IT Director, (225) 342-xxxx, sarah.smith@la.gov
2. Self-Service Portal: The agency has a licensee self-service portal, which is a password-protected (secure) website at <https://portal.department.la.gov>. This site is used by licensees regulated by the agency to update their profile, upload their continuing education credits, and submit license renewal documents. The managers for this site include:
	* + Technical Manager: Cultiva8 Creative (web vendor), John Doe, (225) 922-xxxx, john.doe@cultiva8.com
		+ Content Manager: Sarah Smith, IT Director, (225) 342-xxxx, sarah.smith@la.gov
3. LinkedIn: Our LinkedIn account is located at <http://www.linkedin.com/in/department>. This social media account is used to promote the agency’s services and to provide time-sensitive information to the public.
	* + Technical Manager: Cultiva8 Creative (web vendor), John Doe, (225) 922-xxxx, john.doe@cultiva8.com
		+ Content Manager: Jennifer Brown, Communications Director, (225) 342-xxxx, jennifer.brown@la.gov

Should you have any questions, please feel free to reach out the technical and/or content managers identified above.

Sincerely,

Jeremy Jones

Jeremy Jones

Agency Head Job Title