INSERT LOCALITY LETTERHEAD

Date X, 20X*X*

Staci A. Henshaw
Auditor of Public Accounts
Commonwealth of Virginia
P. O. Box 1295
Richmond, Virginia 23218
localgovernment@apa.virginia.gov

Dear Ms. Henshaw,

I/We hereby attest, in accordance with §15.2-2510 of the Code of Virginia, the *City/County/Town* of *Locality Name's* audited financial report, for the fiscal year ended June 30, 20*XX*, has been presented to the local governing body at a public session on *Month day*, 20*XX*.

DRAFT

Local chief elected official signature	Local chief administrative officer signature
Printed Name/Title	Printed Name/Title

City/County/Town of *Locality Name*
Commonwealth of Virginia

The foregoing statement required by the laws of the Commonwealth was acknowledged before me this *XX* day of *Month*, 20*XX*, by *[Name of local official(s) or locality finance contact seeking acknowledgement]*.

Notary Public's Signature **Notary Seal**

Notary's Printed Name/Title

Notary registration number: _____

My commission expires, *Month day*, 20*XX.*