State of California

Department of Fish and Wildlife

Memorandum

Date: [Month Day, Year]

To: [Name of Requester, Position of Requester]

[Name of Requester’s Organization]

[Address of Requester’s Organization]

From: [Name and Position of Signing CDFW Official]

 California Department of Fish and Wildlife (CDFW)

[Name and Address (of site or regional office where Official is based)]

Subject: Letter of Permission to Access the [Name of Property] to [Reason for Entry] in [Location (e.g. county)].

You requested authorization to access the [Name of Property] from [Date range]. The purpose of this authorization request was for [Reason for entry]. [Add a sentence or two describing activities to take place on property]

CDFW hereby grants you permission to access [Name of Property] in order to conduct these activities. This letter serves as authorization to access this property during the timeframe described above.

Please exercise reasonable precautions to avoid damage and protect persons or property while accessing this property. CDFW assumes no liability for loss or damage to property or for injuries to or deaths of [group covered by LOP, e.g. employees of XYZ] by reason of the exercise of privileges given under this Letter of Permission.

Conditions of Entry [add or subtract to meet specific needs]:

1. Notice shall be given in the form of email or phone call to [Name of Site Manager] at [(xxx) xxx-xxxx, CDFW.email@wildlife.ca.gov] at least [123 hours] in advance of entry.
2. A copy of this letter must be carried by [identify group covered by this LOP] at all times when accessing [Name of Property].
3. [Add details required to access the property, such as staying to established roads, minimizing fire danger, marking vehicles, parking location etc.].

If you have any questions regarding this Letter of Permission, please contact [Name and contact info for supervisor of the site manager].

Sincerely,

[Name and signature of CDFW Official]

cc: [Regional Manager if signed by Area or Reserve Manager]