

Requesting access to the Commonwealth Calendar: Suggested letter text

On agency letterhead, please use the following suggested text to submit for access to the Commonwealth Calendar on the Virginia.gov portal. Letters can be mailed or scanned then emailed to vita.comms@vita.virginia.gov

Sample Text:

Date

Virginia Information Technologies Agency
Communications
11751 Meadowville Lane
Chester, VA 23836

Thank you for your assistance in getting our agency registered to post meeting information on the Commonwealth Calendar on the Virginia.gov portal

The following people will be designated users for <insert agency name> and should be given access to the calendar.

List First Name, Last Name, Email address for each user

Sincerely,

(signed by a director or agency leader)