

**Note: Please email proxy on your Department letterhead to Trudy Oliver at [toliver@wvda.us](mailto:toliver@wvda.us).**

(Date)

Kent Leonhardt, President  
Southern Association of State Departments of Agriculture  
1900 Kanawha Blvd. East, Rm. E-28  
Charleston, WV 25305

Dear Commissioner Leonhardt,

Because I cannot attend the 2022 SASDA Conference, June 4-8, 2022, I hereby appoint (name, title) to represent the State of \_\_\_\_\_ in my absence.

OR

Because I may not be able to attend all sessions at the 2022 SASDA Conference, June 4-8, 2022, I hereby appoint (name, title) to represent the State of \_\_\_\_\_ in my absence.

Sincerely,

\_\_\_\_\_  
Commissioner/Secretary/Director

State of \_\_\_\_\_