

August 25, 2015

«first\_name» «Last\_name»  
«Street»  
«City», «State» «Zip»

Dear «MM» «Last\_name»,

It is my pleasure to inform you that Governor Shumlin has appointed you to the «BoardCommission». Your appointment documents are enclosed.

Please sign, and have notarized, the Oath of Office and the Code of Ethics Acknowledgement page, and return to me as soon as possible. Your file is not complete without them.

If you have any questions, please feel free to give me a call at 802-828-3333.

Your willingness to serve the State of Vermont is greatly appreciated.

Sincerely,

Jessica Gingras  
Director, Appointments to Boards & Commissions  
Governor's Office  
109 State Street  
Montpelier, VT 05609-0101

Enclosures