

«date_of_letter»

«Whole_Name»
«Address»
«Town_etc»

Dear «Salutation»,

It is my pleasure to inform you that Governor Shumlin has «Kreappointed» you as a member of the «BoardCommission». Your «Kreappointment» documents are enclosed.

Please sign the Oath of Office and the Code of Ethics Acknowledgement Page, and return to Susan Spaulding in our office as soon as possible. Your file is not complete without them.

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

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

Sincerely,

Alexandra MacLean
Secretary of Civil and Military Affairs

ASM/ss
Enclosures