

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address
City, State Zip Code

Re: Cable Regulation

Dear :

Enclosed herewith please find the revised Resolution as we discussed in our telephone conversation today. Again, I apologize for the mistake and any inconvenience it may have caused.

If you have any questions or if I can be of assistance in any way, please don't hesitate to call.

Sincerely,

By:

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