

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

DATE

NAME  
ADDRESS LINE 1  
ADDRESS LINE 1  
CITY, STATE ZIP CODE

Re:

Dear :

Enclosed herewith are materials from the Mid-Winter Municipal Attorneys Section CLE Seminar. Please make copies of any of the materials you desire and return the originals to me at your earliest convenience.

Sincerely,

By:

:  
Encl.