

SAMPLE

May 19, 1994

Mr. James Doe
1234 Jones Street
New Orleans, LA 70100

Dear Mr. Doe:

I was pleased to receive your suggestions for NORD programs. Ms. Smith from the Recreation Department will be calling you to discuss the details. I am delighted to have citizens' participation in city government.

Yours truly,

Marc H. Morial
Mayor

itb

Composed by Ann Smith

Approved by name of NORD director

Reviewed by _____

To Be Mailed by the Mayor's Office No _____

To Be Returned for Mailing by Ann Smith