

Sample Letter

New Member Nomination

DATE

Supervisor _____
Board of Supervisors
1600 Pacific Highway
Mail Stop: A – 500
San Diego, CA 92101

Subject: Request to Accept Nomination

Dear Supervisor _____,

Please accept the nomination of _____ to the Community (Planning/Sponsor) Group to fill the vacancy in Seat Number _____. Mr. (Ms.) _____'s nomination was approved by the group members at the regular meeting of the _____ Group on (Insert date). The vote was ___ for, ___ against, ___ abstaining. Attached is the completed application for the appointment of this seat, the vacancy announcement and the meeting minutes from the (insert date) that reflect the vote of the Group recommendation. Please let this letter serve as submission of his/her name to the Board of Supervisors for their approval and selection.

If you have further questions, I can be reached at (insert the chair's daytime contact phone number).

Respectfully,

(Insert name), Chair
(Insert Group name)
(Insert Group Mailing Address)

Attachments:

Application for the Appointment
Vacancy Announcement
Meeting Minutes with vote of the Group

Cc: CommunityGroups.LUEG@sdcounty.ca.gov