

September 1, 2010

Ms. Jane Doe
1234 Wilson Way Street
Wilson, North Carolina 27896

Dear Ms. Doe:

Thank you for your interest in “*All About Wilson*” – A Citizens Academy – 2010.

We are pleased to announce you have been accepted to participate in the sixth Citizens Academy.

The first session is on Tuesday, September 14, 2010, at the City’s Charles W. Pittman, III Operations Center located at 1800 Herring Avenue. Realizing that many of our participants will be joining us straight from work, a light supper will be provided at 5:30 p.m., with the program to get under way promptly at 6:00 p.m. We expect class to end around 8:30 p.m.

During this meeting, you will have an opportunity to meet the mayor, council members, city manager, and other key staff personnel. We will give you an overview of what to expect over the next eight weeks.

To allow more time for presentation and less for filling out paperwork, enclosed are two forms for your perusal and signature. Please be sure to bring these forms with you on September 14.

We are really looking forward to having you join us and for us to have the chance to tell you ALL ABOUT WILSON.

Should you have questions or need additional information prior to our first meeting, please do not hesitate to call either of us at 399-2462 (Jamie Batts) or 296-3398 (Tonya West).

Sincerely,

Jamie Batts & Tonya West
Academy Coordinators

Enclosures