

# 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@sdcounty.ca.gov](mailto:CommunityGroups@sdcounty.ca.gov)