

Sample Re-appointment Letter

DATE

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

Subject: Request to Re-appoint Existing Members to Community Planning/Sponsor
Group

Dear Supervisor _____,

Please accept the _____ Community Planning/Sponsor Group's nomination to
reappoint the following individual/s whose term/s will expire on _____ (date):

- Mr. (Ms.) _____'s reappointment was approved by Group members at the regular
meeting of the _____ Group on _____ (date). The vote was _____ for,
_____ against, _____ abstaining. Attached are the meeting minutes from _____
(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. (Repeat this paragraph for additional reappointments to be included in
same letter to Supervisor's office).

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:
Meeting Minutes with Vote of the Group

Cc: CommunityGroups.LUEG@sdcounty.ca.gov