

CAL STATE EAST BAY EDUCATIONAL FOUNDATION

Reliance Community of Williams

Williams, California

November 9, 2010

Dear Mr. [Name]:

Thank you for your letter of [Date].

I am pleased to hear that you are interested in [Topic].

Our organization is currently [Action].

We are looking for [Type of Person].

For more information, please contact [Person].

You can reach [Person] at [Phone Number].

Or, you can visit our website at [Website].

We would be happy to answer any questions you have.

Sincerely,

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]

[Text]

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November 9, 2010 Meeting #1

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went after the new President for the university in office. He co-

presented a resolution concerning the resignation of the President.

4. Campaign Steering Committee Report:

Vice President (VP) [Name] presented a report on the campaign steering committee's work.

VP [Name] (wisely) gave a report on the work that went through in detail. His new format for the report from the committee.

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