

Merced County
Private Industry Training Department

Andrea T. Baker, Director
Ed McLaughlin, Interim Assistant Director



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May 7, 2001

«FirstName» «LastName»
«Address1»
«City», «State» «PostalCode»

Dear «FirstName»:

We have missed you during our last several Youth Council meetings. We have tried several times to reach you by telephone and by mail but were unsuccessful. If you have a new telephone number and/or mailing address please contact Marta Echevarria so we may contact you regarding future Youth Council meetings.

If you have a conflict in schedule with the Youth Council meeting dates and times please let us know so we address alternative meeting times with the other council members.

This letter will be our final attempt to reach you. If we do not hear from you before the next Youth Council meeting, it will be assumed that you no longer wish to be a part of the Youth Council and you will be removed from the council. If you have any questions regarding this matter please contact Dave Davis at (209) 385-7324, ext. 2166 or Marta Echevarria at ext. 2162.

Thank you,

Nellie McGarry
Youth Council Chair