

WASHINGTON STATE UNIVERSITY



EXTENSION

Sample Letter for county directors to re-elected and newly elected commissioners.

DATE

NAME OF RECIPIENT
OFFICE HELD
NAME OF GROUP
ADDRESS
CITY, STATE ZIP

Dear Commissioner:

Congratulations on your recent election as (NAME OF COUNTY) County commissioner. As you may be aware, (NAME OF COUNTY) County and Washington State University Extension have enjoyed a long term relationship in providing research-based non-formal education for constituents in this county based on issues that affect us all.

Beyond providing educational programs, our office is well versed in providing non-biased information to your constituents. Please consider us as that resource for you. We can assist you in finding answers to many issues that may cross your desk without bringing private bias to the issue. If we do not have the resource within the county office, we may very well have the resources within Washington State University Extension.

I am looking forward to developing a working relationship with you, sharing our program impacts, and assisting you in your success as county commissioner.

Please either email or call with any questions or concerns you may have.

Sincerely,

(NAME OF SENDER)
Director, WSU (NAME OF COUNTY) County Extension

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.