

# SAMPLE LETTER

## DESIGNATION OF BOARD MEMBERS

[on Entity's Letterhead]

(Date)

Bonnie Mims  
Executive Director  
Public Risk Management of Florida  
3434 Hancock Bridge Pkwy, Suite 203  
Fort Myers, FL 33903

Dear Ms. Mims:

At the regular City Commission meeting held on     (Date)    , the Commission designated (Individual's Name, Title) to serve as the City's Representative on the Public Risk Management of Florida Property/Casualty Board of Directors and (Individual's Name, Title) as the Alternate Board Member.

Sincerely,

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Name, Title