



May 20, 2021

Ms. Tracey A. Vasquez
Human Resources Coordinator
City of Manor
105 E. Eggleston Street
P.O. box 387
Manor, Texas 78653

Via Email: tvasquez@cityofmanor.org

Dear Ms. Vasquez:

Thank you for the opportunity to respond to the City's request to provide executive search services for the position of City Manager. We regret to advise you that, due to our current client commitments and recent contract awards for executive search, we will not submit a proposal at this time.

Ralph Andersen & Associates is pleased to have received your request and look forward to receiving others in the future.

Sincerely,

A handwritten signature in blue ink that reads 'Heather Renschler'. The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Heather Renschler
President/CEO

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