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ADMINISTRATIVE

January 11, 2016

Ms. Virginia Joehl  
417 Main Street  
Gaithersburg, MD 20878

Dear Ms. Joehl:

Your term on the Animal Control Board will be expiring soon. On behalf of the entire community I would like to express appreciation for your commitment to serving our City in this capacity. Our Boards, Commissions, and Committees perform vital functions in a variety of areas, and we recognize and value your contribution very much.

Our appointment policy requires that all volunteer positions be advertised to provide the public with an opportunity to apply. In the near future, we will be evaluating the requests to fill the vacancies on the Animal Control Board, and appointments will be made by the Mayor and City Council soon thereafter.

**If you would like to be considered for reappointment or if you no longer wish to serve on the Animal Control Board, please indicate by signing below and returning this letter within 30 days of the printed date.**

Again thank you for your commitment to the City of Gaithersburg. If you have any questions, please feel free to contact me at 301-258-6343 or [lholland@gaitthersburgmd.gov](mailto:lholland@gaitthersburgmd.gov).

Sincerely,

Lisa Holland, Animal Control Division Chief  
Committee Liaison  
Animal Control Board

**Please check box:**

I would /  I would not like to be reappointed to the Animal Control Board.

Name

01/18/16  
Date

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