



February 11, 2016

Yvette Monroe  
8 Melvin Street, # 1032  
Gaithersburg, Maryland 20877

Dear Mrs. Monroe:

Your term on the Educational Enrichment Committee 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 Educational Enrichment Committee, 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 Educational Enrichment Committee, 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 301-258-6395 ex 1 or at mherndon@gaitthersburgmd.gov

Sincerely,

Maureen Herndon, Division Manager  
Committee Liaison  
Educational Enrichment Committee

**Please check box:**

I would /  I would not like to be reappointed to the Educational Enrichment Committee

Yvette Monroe  
Name

2/12/16  
Date

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2038  
301-258-6300 • FAX 301-948-6149 • cityhall@gaitthersburgmd.gov • www.gaitthersburgmd.gov

MAYOR  
Jud Ashman

COUNCIL MEMBERS  
Neil Harris  
Henry F. Marraffa, Jr.  
Michael A. Sesma  
Ryan Spiegel  
Robert T. Wu

CITY MANAGER  
Tony Tomasello