



January 12, 2016

Ian Kessler
1235 Main Street
Gaithersburg, MD 20878

Dear Mr. Kessler:

Your term on the **Ethics Commission** will expire on March 31, 2016. 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 **Ethics Commission**, 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 Ethics Commission, 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.

Sincerely,

Lauren Klingler
Dept. of Legal Services

Please check box:

I would / I would not like to be reappointed to the **Ethics Commission**

Name Ian Kessler

Date 1-12-16