

May 22, 2020

John Smith  
1234 Jamestown Drive  
Jamestown, NY 14701

Dear Mr. Smith:

It is a great pleasure to personally send you best wishes and warmest congratulations on the occasion of your eightieth birthday. I wanted to thank you for all of your hard work and dedication to the City of Jamestown, as well as being a long-time citizen of our City.

I wish you and your family nothing but the best in the years to come.

Should you ever have any questions, comments, or concerns regarding the City, please do not hesitate to contact my office.

Very truly yours,

CITY OF JAMESTOWN

EDWARD A. SUNDQUIST

EAS:mmc

