## PINELLAS OPPORTUNITY COUNCIL, INC. 501 1<sup>st</sup> AVENUE NORTH, SUITE 517, ST. PETERSBURG, FLORIDA 33701 P.O. BOX 11088, ST. PETERSBURG, FLORIDA 33733-1088 Pattye L. Sawyer, Executive Director

www.poc-inc.org

FAX (727) 822-0426

• The Community Action Agency Serving Pinellas County, Florida Since 1968

December 30, 2020

**TELEPHONE (727) 823-4101** 

Sandra Bradbury, Mayor City of Pinellas Park 5141 – 78<sup>th</sup> Avenue North Pinellas Park, FL 33782

Dear Mayor Bradbury:

The City of Pinellas Park holds a seat on our board of directors. Your current designated representative is William A. Holmes.

State rules governing our organization require us to obtain, each year, a letter signed by the appropriate official confirming the designation of representatives.

In order that we may comply with the above referenced rules, we hereby request that a 2021 designation letter be forwarded to us at your earliest convenience (see attached sample letter). If you are appointing a new representative, please include his/her name, mailing address, and telephone number.

Thank you very much for your continuing support of our agency, and for your cooperation in this matter. If you require additional information, or have any questions, please call.

Sincerely,

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Pattye L. Sawyer, MA Executive Director

Attachment

CC: William A. Holmes Diane M. Corna, MMC

POC is s charitable organization in accordance with section 501(c) (3) of the Internal Revenue Code. One hundred percent of contributions received are used to support programs operated by POC. POC is registered with the Florida Department of Agriculture & Consumer Services. A COPY OF PARTNERSHIP THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE 1-800-435-7352. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. REGISTRATION NUMBER: CH 2732.



## SAMPLE

Dr. Keron Jean-Baptiste President Pinellas Opportunity Council, Inc. 501 1st Avenue North, Suite 517 St. Petersburg, FL 33733

Dear Dr. Jean-Baptiste:

This is to confirm that \_\_\_\_\_\_ is the City of Pinellas Park representative to the Board of Directors of the Pinellas Opportunity Council for 2021.

Sincerely,