SAMPLE
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Springdale Memorial Town Hall
789 East Main Street
Springdale, CT 06001
Phone: (203) 555-4695
Fax: (203) 555-6778

Town of Springdale

September 21, 2004

Clients Federal Credit Union
123 Main Street
Springfield, CT

Dear Ms. Boroughs,

Please accept this letter as proof of commitment from the Town of Springdale to provide Clients Federal Credit Union with space to operate in the case of an emergency.

In the event of an emergency, the town will provide a space within a town owned building available for your operation.

If you have any concerns or questions please call.

Sincerely,

Gordan Gano
First Selectman

CC: Town Administrator/Emergency Management