

January 31

Dear _____:

This letter is to notify you that you are being considered for _____

_____ .

We will be working with you closely in order to make a final recommendation within the next two-month period.

Should you want to discuss this matter with me personally, please feel free to do so.

Sincerely,

_____/_____
Evaluator Signature Date

_____/_____
Evaluator Signature Date

Form B