

VASAP

SOUTHEASTERN



Virginia Alcohol Safety Action Program

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Don't Drink and Drive

September 17, 2008

RECEIVED SEP 19 2008

Mr. Michael W. Johnson
County Administrator
Southampton County
26022 Administration Ctr. Dr.
P.O. Box 400
Courtland, VA 23837

Dear Mr. Johnson:

The Southeastern Virginia ASAP Program had the privilege of having Mr. Richard Francis serve as a policy board member for two (2) years. Recently he accepted a new position which resulted in his inability to attend the policy board meetings. Because of this, he has decided to resign. We are now asking you for a comparable replacement.

If Mr. Francis has already notified you of his intentions and you have begun the process of finding a replacement, please disregard this letter.

Thank you for your attention to this matter. I do look forward to hearing from you soon.

Sincerely,


Anthony L. Carmichael, MHRM, CCE
Director

ALC/LW