

# Sample

Current date

TO: Agent Stake President

Dear President:

We are beginning the preparation of the 2011 operating budget. The unit has received the forms and instructions for preparing the budget and will coordinate the preparation and review with the operating committee.

The operating budget is due to the finance manager by June 15, 2010. If you have questions please call me at \_\_\_\_\_.

Thank you for all you do to further this great work.

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Unit Manager