

From:
To:
Subject:
Date:

RECEIVED
NOV 08 2023

Kittitas County CDS

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08/2023

Dear Mr. [Name],
I am writing to you regarding the [Topic]. [Detailed body text describing the situation and any actions taken or planned.]

As a result of the [Event/Action], [Detailed body text explaining the consequences and the current status of the matter.]

We are currently [Action/Status] and we will [Next steps or future actions]. [Detailed body text providing further information and a timeline.]

... (faint text) ...

... (faint text) ...

... (faint text) ...

... (faint text) ...