

December 3, 2003

«Title» «First» «Last»
«Org»
«Address»
«Address_2»
«City», «State» «Zip»

Dear «Title» «Last»:

I just wanted to take this opportunity to tell you how much I have enjoyed serving on the National Assessment Governing Board with you.

The National Assessment Governing Board, and its important work with the National Assessment of Educational Progress, serves a critical role in the continued advancement of education. It has been an honor to serve with fellow board members who discharge their responsibilities with such energy and devotion to the purposes of the National Assessment Governing Board.

Thank you for your service and commitment to the National Assessment Governing Board. Keep up the good work. Best of luck in your future endeavors.

Very truly yours,

RONNIE MUSGROVE

RM:klr