

December 4, 2003

«Title» «First» «Last»  
«Org»  
«Address»  
«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 Board for Professional Teaching Standards with you.

The National Board for Professional Teaching Standards serves a critical role in the continued advancement of quality teaching. 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 Board for Professional Teaching Standards.

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

Very truly yours,

RONNIE MUSGROVE

RM:klr