

Template for Proxy letter

(Place on Letter Head)

<Date>

Ms. Pamela Thompson
Director of Community Development
Brunswick Area Transportation Study (BATS)
Harold Pate Building
1725 Reynolds Street
Brunswick Ga, 31520

Subject: Proxy Assignment for the [Technical Coordinating Committee, Policy Committee] of the Brunswick Area Transportation Study

With reference to the By-laws of the Brunswick Area Transportation Study, each voting member may designate a proxy representative from their agency or local government. In doing so each voting member is required to submit an official letter designating a permanent proxy, which shall be kept on file with the Brunswick Area Transportation Study. We wish to inform you that the [Organization] will be represented by [Name of Permanent Proxy] who is authorized to speak and vote in the name of [Official PC/TCC Member].

Proxy terms will be considered effective until official notification is received from [organization] to terminate stated proxy status.

Sincerely,

<Name>

<Title>

<Signature>