Date

Rodney L. Lusk  
Franconia District Supervisor  
Franconia Governmental Center  
6121 Franconia Road  
Alexandria, VA 22310

***RE: Franconia District Land Use Committee***

Dear Supervisor Lusk:

Please list \_*John Smith*\_\_\_\_\_ (*name*) as the primary Land Use Representative for the \_\_*Your HOA/civic association*\_\_\_\_ (*association*). *Mr. Smith* will replace \_\_\_\_\_\_ (*previous primary Land Use rep. for association, if applicable*).

*John Smith’s*\_\_ contact information:

Street Address

City, VA Zip code

Phone

Email address

In addition, please list *Jane Doe* (*name*) as the alternate Land Use Representative for the *Your HOA/civic association*. *Ms. Doe* will replace  (*previous alternate Land Use rep. for association, if applicable*).

*Jane Doe’s* contact information:

Street Address

City, VA Zip code

Phone

Email address

If you have any additional questions or require any additional information, please do not hesitate to contact me at \_\_\_\_\_\_ (*phone*) or \_\_\_\_\_ (*email address*).

Thank you very much.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*association president’s name*)

President, *Name of HOA/civic association*