Message

From: Nishida, Jane [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=65E465E683C54E1B825F1BAD32DCB099-NISHIDA, JANE]
Sent: 5/22/2017 1:20:05 PM
To: Hale, Michelle [hale.michelle@epa.gov]
CC: Ex. 7(c) Woodward, Cheryl [Woodward.Cheryl@epa.gov]
Subject: RE: Letters of Appreciation for Italy

In the past, the Administrator has sometimes used blank note cards to write personal notes of appreciation to select individuals on the ground. But for most individuals/organizations, the letters of appreciation are written when the Administrator returns to the U.S.

From: Hale, Michelle
Sent: Monday, May 22, 2017 9:15 AM
To: Nishida, Jane <Nishida.Jane@epa.gov>
Cc: Ex. 7(c) Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Letters of Appreciation for Italy

Jane Ex. 7(c) suggested that we have some letters of appreciation printed to have on hand as the Administrator meets with individuals throughout his trip to Italy. Have you done something like this in the past and if so, could you send me a template please?

Thank you.

Michelle Hale
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