

Date: February 15, 2002

To: Neighborhood Council Leaders

From: Greg Nelson, General Manager, Department of Neighborhood Empowerment

Re: The E-Mail List

You're getting this message because you're in a special e-mail group of neighborhood council leaders the key people who I need to contact quickly with important messages.

We're moving to the next level in our plan to improve the communication system.

What I'd like you to do, if you would do so, is to respond to this e-mail with just a simple note stating the name of the neighborhood council you're associated with.

I'm going to give that to a clerical assistant and divide this big list into smaller ones. One of the purposes for this is that some of you have systems with "spam" filters, and they have been rejecting many of my messages to you.

Thank you.