

All legislation submitted to the Clerk of the Board must be accompanied by a cover letter requesting passage, stating reasons, time factors, the name and telephone number of a contact person.

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COVER LETTER SAMPLE

Department/Board/Commission Stationery

Date

Angela Calvillo, Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Dear Ms. Calvillo:

Attached please find an original and four copies of proposed resolution/ordinance/motion for Board of Supervisors approval, which (reason for legislation).

Cite any pertinent information; reference to applicable codes.

The following is a list of accompanying documents (five sets):

List attachments.  
List attachments.

Cite reason for special timeline.

The following person may be contacted regarding this matter:  
Name and telephone number of contact person.

Department/Board/Commission approval