



Richmond County Public Library

52 Campus Drive, Warsaw, Virginia 22572

October 14, 2014

Ms. Edith Anne Sanders
Treasurer, Richmond County
Post Office Box 1000
Warsaw, VA 22572

Dear Mrs. Sanders:

On behalf of the Richmond County Public Library Board of Trustees, I would like to make the following payment request:

Check made payable to: Rappahannock Community College
In the amount of: \$20,000.00
Memo field note: FY15 fee to support personnel

Please mail check to:

ATTN: Dan Ream
Richmond County Public Library
52 Campus Drive
Warsaw, VA 22572

Thank you for your assistance with this matter.

Sincerely,

Dan Ream, Director
Richmond County Public Library Director
52 Campus Drive
Warsaw, VA 22572

copy

cc: Sue Broaddus