DATE

NAME, TITLE

ADDRESS

Dear TITLE & NAME:

I am writing to inform you of an upcoming city council meeting taking place on DATE, TIME, PLACE. The agenda for this meeting includes the following item: QUOTE AGENDA ITEM. Discussion of this item may fall under Alaska Statute 44.62.310(c)(1)(b), a subject which may be discussed in executive session as a subject which tends to prejudice the reputation or character of any person. This means that the city council may motion to go into an executive session and exclude the public during a portion of the meeting.

In such an instance, the person may request the discussion take place in public. As the person in question in this instance, please inform me before the beginning of the meeting if you would like the discussion to take place in public. If I do not receive any response from you, I will assume your preference is for the discussion to take place in executive session, excluding the public.

IF YOU WISH TO INVITE THE INDIVIDUAL INTO THE EXECUTIVE SESSION, INCLUDE: We would like to invite you to attend the executive session portion of the meeting, regardless. If you would like to attend this portion of the meeting, please be present for the full meeting.

If you have any questions or would like more information about your rights with regard to this matter please do not hesitate to contact me at the contact information provided below.

Sincerely,

NAME

TITLE

CONTACT INFORMATION