

June 22, 2004

Robert & Kathleen E...

[address]

[CSZ]

Dear Robert and Kathleen:

This letter is to follow up on a call you received today from Gordy K.... No doubt Gordy has explained his work and affiliation with 3M and the Greater Minneapolis Council of Churches in your home being selected. The Greater Mpls. Council of Churches, on behalf of their Paint-a-Thon effort, gave us your name to call for painting your house. With this letter, I am giving you our names! That's a fair trade I'd say.

Gordy, Joe R... and I are co-leading this volunteer effort on behalf of 3M. 3M has participated with volunteers and paint tape products with the Paint-A-Thon effort probably since the program began in 1983.

Gordy has led a Paint-a-Thon team since 1987. Gordy is the real home paint organizer – in fact, he inspected your home this year for the Greater Mpls. Council of Churches.

You will also meet, if you haven't already, Joe. He is our key man for getting the preliminary repairs done so that we can come to paint your home. He has been working on homes for this effort for close to 20 years.

You will meet me (with Gordy) in the next couple of weeks. My function is to organize and coordinate the volunteers and equipment from within 3M. I, too, have worked on a Paint-a-Thon team since 1984. Our team is really two groups of people – one to work on Saturday, July 31st and the other will work on Saturday, August 7th.

Prior to July 31st, Joe will be working on whatever minor repairs need to be done before we can scrape or paint. Gordy, Joe, and I decide how the team should paint

your home. It may be the scraping and first coat of paint is done Saturday, July 31st and the 2nd coat and clean up on August 7th. Or if the weather cooperates it could be done all at one time on one of those Saturdays.

As I mentioned, Gordy and I will be meeting with you soon to see your home to make sure we know what scraping and painting needs to be done, what equipment to bring, and things like that. Actually, I think Gordy has a pretty good idea – I just want to see what we need for volunteers and special equipment. We don't want to take up all of your time – we probably will be there for an hour or so. That's probably when we will discuss the two Saturdays with you. Gordy or I will call you in a couple weeks.

For your information, the follow is our names and phone numbers. If you have questions, please feel free to call us.

Gordy K...: 555-555-5555 (cell phone)

Cate P...: 555-555-5555 (Work-daytime telephone number)

Joe R...: 555-555-5555 (Work-daytime telephone number)

Once again, Gordy really enjoyed talking to you on the telephone today, and we look forward to meeting you!

Cate P...

CC: Gordy K...

Joe R...

The 3 Best Co-Leaders for 2004 Paint-a-thon for 3M!