Discovery Community School

12801 84th Avenue NE

Kirkland, WA 98034

[Date}

To whom it may concern:

Remove the following outgoing officers from BECU account #3588945897 and #3588945897 for the Community Group of Discovery School:

[Outgoing President Name] – President

[Outgoing Treasurer Name] – Co-Treasurer

The incoming President for the 2016-2017 year is [Insert Name of New Second Year Co-Chair].

Regards,

[Sign]

[Name of Outgoing Co-Chair]

President 20[ ]-20[ ]

Community Group of Discovery Community School