

04/21/2012

Commonwealth of Virginia
Lucinda
1111 East Broad Street
Richmond, VA 23218

Dear Awards Administrator,

On occasion it becomes necessary for us to update selections offered in your award program. This is most often due to a discontinuation of the product by the manufacturer or our desire to improve quality. It is O.C. Tanner Company's desire, whenever possible, to provide you with new award selections which are similar in appearance and of equal or greater value to the discontinued selection. We are confident that you will find this new award selection to be an improvement in your recognition program.

The following update will be made to your program:

Service 15 yr and up Active



Discontinued Award

00000000047003401

Woman's Sterling Silver Blue Topaz Ring. Features five genuine 7x5mm oval blue topaz stones all set in high quality sterling silver. Available in sizes 5-9 including half sizes.



New Award Selection

00000000047010536

Beautiful 3mm smoky quartz stones in a princess cut adorn this woman's sterling silver ring. The polished setting enhances the rich color of the stones. Whole and half sizes: 4 - 9.5

Sincerely,
O.C. Tanner Company