

08/12/2011

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:

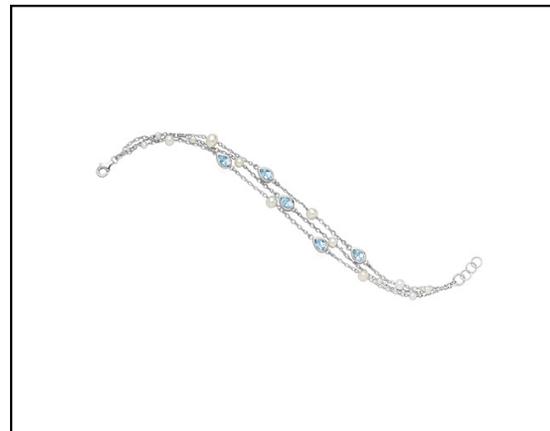
Service 15 yr and up Active



Discontinued Award

00000000001028104

Sterling Silver Bracelet. Features fancy polished filigree links, ten shining emerald-cut genuine jewels including amethyst, peridot, blue topaz, citrine, and garnet, and hidden clasp with safety latch. 7.25"



New Award Selection

00000000001057094

A delicate triple-strand bracelet in sterling silver. Each strands displays a variety of freshwater pearls and teardrop stations set with light blue topaz. Lobster-claw clasp. 7.75"

Sincerely,
O.C. Tanner Company