

January xx, 20XX

Name
Address
City, State, Zip Code

Dear (Name):

Again, congratulations on your newly bestowed honor of (xxxxxx) emeritus at J. Sargeant Reynolds Community College.

In accordance with our college policy, it is my pleasure to inform you of the college privileges that accompany this honor; which include:

- the listing of your name as (xxxxxx) emeritus in the college catalog and on the college Web site;
- a letter of invitation from the Office of the President, which will be mailed annually inviting you to participate in the college commencement;
- full use of the college libraries;
- an invitation to attend the Reynolds Recognition and Awards Ceremony and other college-wide activities as informed by the Office of the President;
- upon signing a new Computer Ethics Agreement, use of a college email address without being included in college distribution lists.

If you are interested in the use of a college email account, please complete the enclosed Computer Ethics Agreement form and return in the enclosed