**SAMPLE LETTER TO NEWSPAPER**

**TO ADVERTISE PUBLIC NOTICE**

April 16, 20\_\_

Statesboro Herald

One Herald Square

Statesboro, Ga. 30458

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

Please run the attached public notice as a **display ad** in the **Thursday, April 23rd, 20xx** issue of the Statesboro Herald. State law requires that this ad **not** be placed in the legal notices section.

Upon receipt of this letter, please call me to confirm the size and price of the ad.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Administrator