



**GROVE PARK ELEMENTARY SCHOOL
LYNDA C. BRAXTON, PRINCIPAL**

1643 Miler Street
Orange Park, FL 32073

Phone: 904-278-2010
Fax: 904-278-2015

January 13, 2009

Dr. George Copeland
Assistant Superintendent of Business Affairs
Clay County School Board
900 Walnut Street
Green Cove Springs, FL 32043

Dear Dr. Copeland,

We would like to request your permission to write off the following checks which have been returned due to insufficient funds. Every possible attempt has been made to collect the funds. Information regarding the returned checks is listed below.

Beverly Armstrong
Check#: 325
Date: 4/9/08
Amount: \$8.00
Attempts: Letter, Certified Letter, Out of Area
Non-sufficient Funds

Robert Walker
Check#: 510
Date: 4/9/08
Amount: \$40.00
Attempts: Letter, Certified Letter, No phone
Non-sufficient Funds

Ira B. Warren or Felecia A. Warren
Check #: 1244
Date: 5/9/08
Amount: \$6.50
Attempts: Letter, Certified Letter, No return phone calls
Non-sufficient Funds

Anthony Bradley
Asst. Principal

Equal Opportunity Employer

Ira B. Warren or Felecia A. Warren

Check#: 1245

Date: 5/9/08

Amount: \$13.00

Attempts: Letter, Certified Letter, No return phone calls

Non-sufficient Funds

Brian Keith Jordan

Check#: 513

Date: 5/18/08

Amount: \$8.05

Attempts: Letter, Moved from area

Non-sufficient Funds

Sincerely,

A handwritten signature in cursive script that reads "Lynda C. Braxton". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Lynda C. Braxton
Principal