

Letter to Handbook Authors, to Accompany Complimentary Copy

Last reviewed and updated: November 2015

[date]

[Name
Title
Organization
Address 1
Address 2]

Dear [Name]:

On behalf of the LGA Board of Directors, I want to thank you for your contribution to the 2015 edition of the *LGA Handbook of Virginia Local Government Law*.

It is the established policy of the Board to give a complimentary CD to each person who either authors or co-authors a new chapter or who edits any part of his or her existing chapter. Therefore, as an expression of its appreciation, the Board is pleased to send you the enclosed complimentary CD version of the 2015 *Handbook*.

The conditions of use are outlined in the Concurrent License Agreement enclosed with the CD-ROM, as well as in the author's agreement that you signed, which allows you:

to make all reasonable uses of the work or any part of the work in the author's other legal writings; to use the work in the author's teaching activities, including Continuing Legal Education sessions; and to include the work in the author's own personal (but not departmental or institutional) database or on-line site; all provided that (1) none of these uses are competitive with the work as published by the LGA; (2) the work in its entirety may not be published online (including, but not limited, to publication on law firm or personal websites or websites that contain downloadable CLE materials), although excerpts from the work may be published online in accordance with this section; and (3) that the author shall ensure that customary publication credit is given to the LGA and appropriate credit to the volume or series edition, if any.

The LGA is very grateful to you for contributing your valuable time and expertise to this important resource for all practitioners of local government law.

With best personal regards.

Sincerely yours,

[name]
President, LGA

Enclosure