



FORT BEND COUNTY FIRE MARSHAL
Fort Bend County, Texas

M.V. FLATHOUSE
County Fire Marshal
July 8, 2014

(281) 238-1500
Fax (281) 342-0431

Michelle Schmidt
Inventory Control Manager
Surplus Property Warehouse
9110 Long Street
Needville, Texas 77461

Dear Ms. Schmidt:

The Fire Marshal's Office has a Fellowes Shredder, Model C-420, serial number 07016EC0005099, which is no longer needed and is in good condition. We are respectfully requesting permission to donate this shredder to the Needville Volunteer Fire Department.

Please do not hesitate to call our office at 281-238-1500 if you should need further information. We look forward to hearing from you regarding this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "LB", is written over a horizontal line.

Linda Barnes
Administrative Assistant

Cc: Mark V. Flathouse, Fire Marshal