

"Dear Commissioners,

Thank you for the edits to the report! Your suggestions and edits have been on the mark and have greatly improved the report.

I wanted to outline for you how I've incorporated changes and inserted possible revisions or edits:

The obvious:

1. Several people requested that we use a consistent verb tense throughout the report, so I made changes in the places where the verbs were out of sync.
2. I changed numbers so that they follow the standard rule: 0-9 are written out as words, 10 and above are written as numerals unless they are at the beginning of a sentence or heading.
3. Single space after a period is the current practice.

Edits/Revisions

In the case of a word or phrase in question, I bolded the item and followed it with the option in italics after it. When a complete sentence was suggested, I put the proposed sentence under the original. I'm also attaching a clean copy of the report, so you can look at them side by side. I did not address feedback such as "maybe we should include...". That type of feedback is best presented at the meeting.

Once again, thank you for your assistance with this project.

Jane