

To whom it may concern:

This letter is to inform you that the effective date of this contract between (company) and Delaware Division for the Visually Impaired, is changing from 10/1/2016 to 11/1/2016 due to the date of signature. This will not cause any gaps in service as per the contract.

Thank you for your attention to this matter.

Deborah Bradl

Senior Social Services Administrator

Dept. of Health and Social Services

Division for the Visually Impaired