

From: Leadership Update <update@leadershipconnect.io>
To: Lt. Governor's OfficeLtGov@scstatehouse.gov
Date: 5/3/2018 12:32:54 PM
Subject: State Yellow Book Update

Dear Madam or Sir:

Please find below your FREE listing from the current edition of the State Yellow Book, a quarterly directory of the executive and legislative branches of state government. We are now preparing the Summer 2018 edition and request your assistance again to update the listing. Please e-mail or fax us your corrections by Thursday May 17, 2018. Please ensure that the following information is contained in your organization's listing: exact name, address, telephone number, fax number, internet address and e-mail address of your organization; names, titles, direct-dial telephone numbers, e-mail addresses of the staff for your office and 2017-2018 actual budgets (total money spent).

To reply via the web/e-mail: Simply click on the link located at the bottom of this e-mail. Use this web page to make any edits or changes to the listing. Once completed, click the "Submit" button at the bottom of the page. After you click "Submit", scroll to the bottom of the screen again and click the "Confirm" button located in the lower right-hand corner. Once you click the "Confirm" button, your edits will be automatically submitted via e-mail. If you do not click "Confirm", the update will not be sent to us.

To reply by fax: Again, click on the link below. Print out the web page, make corrections and fax it back to us at (202) 628-3430.

If there are no changes to your listing, you can either reply to this e-mail or indicate that there are no changes or check the "No Changes" box located at the bottom of the Web form and then click submit.

Please do not hesitate to call me at (202) 347-7757 x4130 with any questions about your listing or the book. I look forward to hearing from you soon and thank you for helping us maintain an accurate listing for your office.

Sincerely,

Nzinga Kelliebrew, Content Manager
State Yellow Book

[Click Here](#) to update the tearsheet via online.