



## Town of West Seneca Assessor's Office

Kandace S. Wittmeyer, SCAA  
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July 28<sup>th</sup>, 2016

To: Honorable Town Board  
Town of West Seneca

From: Kandace S. Wittmeyer, SCAA

Re: Out of Town Training

Dear Honorable Town Board Members:

I respectfully request your authorization for Erik Finbar to attend the annual meeting and training seminar through the New York State Assessor's Association at Lake George, New York Sept 18<sup>th</sup> through Sept 21<sup>st</sup>. I will also be attending this conference. There are several courses offered that I feel Erik would benefit from. The total cost should not exceed \$1000 which is the amount available on the department training budget line.

Please feel free to contact me with any questions with respect to this request.

Thank you in advance.

Respectfully,

A handwritten signature in black ink that reads "Kandace S. Wittmeyer".

Kandace S. Wittmeyer, SCAA  
Assessor