

# MEMORANDUM

**LAKE COUNTY LITERACY PROGRAM**

2401 Woodlea Road  
Tavares, Florida 32778



**LAKE COUNTY**  
FLORIDA

P: 352.253.6183

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[www.mylakelibrary.org](http://www.mylakelibrary.org)

TO:

FROM:

Date:

Subject: Lake County Library Adult Literacy Program

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- You have not been to class. Please call us by \_\_\_\_\_. If we do not hear from you we will fill your spot and move you to the waiting list.
- We are still looking for a tutor. We will call you as soon as we can to set-up your tutoring sessions.
- A tutor or class is available. Please call us at \_\_\_\_\_.

Other comments:

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**We look forward to hearing from you!**