July 26, 2019

Mr. Timothy Taylor

729 Loretta St

Tonawanda, New York 14150

Dear Mr. Taylor:

I’m writing to let you know that I will be leaving my position at WNY Independent Living as of August 1st. To ensure that you still receive the services you have requested, you have been assigned to work with Alliyah McIntosh. They will be reaching out to you shortly to schedule an appointment.

If you do not hear from Alliyah within one week, please feel free to contact Lynnette Torgalski, the department supervisor, and she will be able to assist you.

It has been a pleasure working with you and I wish you the very best.

Sincerely,

Juliet Filosofos

Indepdent Living Specialist