



U. S. SMALL BUSINESS ADMINISTRATION
WASHINGTON METROPOLITAN AREA DISTRICT OFFICE
1110 VERMONT AVE N.W., 9TH FLOOR
WASHINGTON, DC 20043-4500
202-606-4000 • 202-606-4225 (FAX)

Office of the District Director

October 4, 2002

Mr. Wayne M. Gatewood, Jr.
President and CEO
Quality Support, Inc.
8201 Corporate Drive, Suite 220
Landover, MD 20785-2230

Dear Mr. Gatewood:

I am delighted to inform you that the clearance process regarding your participation on the Washington Metropolitan Area District Office Advisory Council is now completed. I welcome your valuable input as a member of our District Advisory Council.

As you know, the Advisory Council plays a critical role in ensuring that the U.S. Small Business Administration's (SBA) programs and services are tailored to meet the changing needs of the small business community. I will rely on your advice to ensure that we are structuring our programs and services in a manner that adequately addresses the needs of the small business community.

I would like to invite you to attend an initial kick-off meeting of the District Advisory Council. This meeting will be held on **Thursday, November 21, 2002, from 9:00 a.m. until 11:00 a.m.** at the Washington Metropolitan Area District Office, 1110 Vermont Avenue, NW, Washington, DC. You will receive information regarding new District Office initiatives, strategies and objectives. In addition, we will discuss SBA's goals for fiscal year 2003.

Please contact Sheila D. Thomas, Special Assistant, of my staff to confirm your availability to attend this meeting. Ms. Thomas can be reached at (202) 606-4000, extension 276.

I look forward to a great working relationship as we strive to meet the needs of the small business communities that we serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Loddo", is written over the typed name.

Joseph P. Loddo
District Director