

May 30, 2017

Ms. Karen Flanders
GSA - FTS - 1KT
10 Causeway Street
Room 1085
Boston, MA 02222

Re: Phone Cancellation Request

Dear Karen:

Please cancel the following phone lines in the McCormick Building as of close of business Friday, March 6, 1998:

617-223-9038
617-223-9289

These lines are currently assigned to the ARRB and will no longer be needed. Please also cancel any voice mail accounts that correspond to these phone lines.

I assume that the cancellation will remove us from the TOPS billing system (customer #167077, Agency Bureau code 4821). If I need to do something further on this matter, please let me know.

I would like to thank you for your help in getting the phones set up for us on short notice and for your help in closing down our Boston office. You made my job much easier and I thank you! I hope I have the opportunity to work with you in the future.

Sincerely,

Tracy J. Shycoff
Associate Director for Administration