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December 20, 2005

via EMAIL AT [REDACTED]

CERTIFIED MAIL/RRR NO. 7160 3901 9848 1848 8810

Mr & Mrs David Lovelace

103 [REDACTED]

Austin, Texas 78734

Re: USB Key

Dear Mr. & Mrs Lovelace:

In an effort to allow [REDACTED] continued access to his assisted technology, Ms. Benefield and Ms. Kellner allowed [REDACTED] to utilize Ms. Kellner's USB key during classroom instruction because [REDACTED] could not locate his own USB key. It has come to our attention that [REDACTED] may have inadvertently taken Ms. Kellner's USB key home with him. Ms. Benefield and Ms. Kellner searched for the USB key since [REDACTED] used it. Today Ms. Kellner and Ms. Benefield realized that [REDACTED] was the last person who used the USB key.

It is our understanding that Ms. Sitton promptly contacted you in an effort to retrieve the USB key [REDACTED] may have taken home with him. There may be confidential information on the USB key. In an effort to ensure that the information is not inadvertently released to you, Ms. Sitton asked that the USB key be returned. As you know, Lake Travis ISD is now closed for the holiday break. Consequently, to minimize any inconvenience to you, Walsh Anderson will send a courier to retrieve Ms. Kellner's USB key from you at your home tomorrow, Wednesday, December 21<sup>st</sup>, 2005, at 3:00 p.m. If you do not have the USB key, please notify me so that I may cancel the courier.

Please do not hesitate to contact me if you have any questions or concerns regarding this matter.

Many thanks for your cooperation

Best wishes,

  
Ann Greenberg