



U. S. SMALL BUSINESS ADMINISTRATION
RICHMOND DISTRICT OFFICE
FEDERAL BUILDING, SUITE 1150
400 N. 8TH STREET
P.O. Box 10126
RICHMOND, VA 23240-0126

October 19, 2004

Dear Friend of Small Business:

Each year, the U.S. Small Business Administration recognizes successful small business owners and advocates in its Small Business Week activities throughout the country. The SBA's Richmond District Office is now seeking nominations of outstanding Virginia small business owners for the 2005 awards. We encourage you to nominate individuals and small businesses for one of our prestigious awards.

The 2005 nomination guidelines and required forms are attached. **The nomination deadline is Friday, December 3, 2004.**

Once the nominations have been received, a panel of judges will select district winners. Virginia's award winners will then be forwarded to our regional office for competition. Regional winners will go on to national competition.

Our local awards will be presented during the **2005 Small Business Awards Luncheon** in May 2005.

Thank you for your past support of our Small Business Administration Awards Program. It is so important that we acknowledge the small business community's contributions to the American economy.

We are hoping that you will take the time to identify a nominee for our 2005 awards program. Your nominations will allow us to recognize those outstanding entrepreneurs and advocates who are the foundation of the Virginia economy.

If you have any questions about the awards program, please contact Peggy FaJohn at (804) 771-2400, ext. 126 or via email at margaret.fajohn@sba.gov.

Sincerely,

Houston E. Gray
District Director (A)