Joe Public 2 Valley SAMPLEBY ZY32 1XW

Phone: $0\,12\,34\,56\,78$

Email: joe@public.invalid



Joe Public, 2 Valley, SAMPLEBY, ZY32 1XW

Joanna Public 1 Hillside SAMPLESTEAD WX12 3YZ

2nd June 2025

Dear Madam Chair,

The last general meeting was more than a year ago. I would like to remind you that the articles of our club stipulate that one should be held every six months. For this reason, I call on the executive board to arrange such a meeting immediately.

Anticipating an invitation

Joe Public

PS: I hope you do not take this request amiss.

Enclosure: Excerpt from the articles governing general meetings

cc: executive board all members