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Joe Public, 2 Valley, SAMPLEBY, ZY32 1XW

Club member no. 4711  
since 11.09.2001  
chairman 2003–2005

Joanna Public  
1 Hillside  
SAMPLESTEAD  
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Sampleby, 29th February 2011

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