

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

7th July 2023

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