

From: [Insert Name]  
**HASSRA [Insert Region]**  
**[Insert Position]**  
[Insert Address]  
[Insert Address]  
[Insert Address]  
[Insert Address]

Tel:  
Mob:  
Courier:

Date: DD/MM/YY

Dear Colleague

**HASSRA [Insert Region] Annual General Meeting**

The HASSRA [Insert Region] Annual General Meeting (AGM) will take place at \_\_\_\_\_, on \_\_\_\_\_, **commencing at** \_\_\_\_\_. Refreshments will be available from \_\_\_\_ and a buffet will be provided following the meeting.

As a member of the regional committee you will be aware that included in the AGM will be the election of our committee for next year and therefore, if you are intending to stand for re-election, your attendance will be appreciated. If you would like to stand for re-election please see the attached prospectus, which includes a pen picture pro-forma, for your completion and return. If I do not hear from you by \_\_\_\_\_ [insert date], I will assume that you no longer wish to stand.



F Regional  
Committee Prospectu

If you will be attending as a delegate for your Club then your attendance should be confirmed via your Club Chair. However, if you are not attending as a delegate for your Club then please **confirm your attendance**, either by e-mail or letter to me at the address above. Please respond by \_\_\_\_\_ [insert date].

Time Off/Special Leave with pay may be granted at Line Managers discretion. Please forward a copy of this letter to your Line Manager and apply for Special Leave in the normal way<sup>1</sup>.

If you would like any further information, please feel free to contact me.

Yours sincerely  
(by e-mail)

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<sup>1</sup> Delete sentence if not appropriate e.g. AGM being held outside work hours.