

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

Tel:
Mob:
Courier:

Date: DD/MM/YY

Dear Retired Member

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.

I hope that you will be able to attend the AGM. If you would like any further information, please feel free to contact me.

Yours sincerely
(by e-mail)