

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



Tel:
Mob:
Courier:
E-mail:

Date: DD/MM/YY

To: Jobcentre Plus Customer Services Director
District Managers, Jobcentre Plus
Pension Centre Manager
Benefit Delivery Manager
CMEC Area Manager
Contact Centre Manager
DBC Manager
Debt Centre Manager
Fraud Investigation Service

Dear Colleague

HASSRA [Insert Region] Annual General Meeting

The above meeting will be held on _____ at _____,
commencing at _____.

Each affiliated HASSRA Sports & Social Club is encouraged to send a nominated delegate, and an observer, whose expenses are met by HASSRA [Insert Region]. It is important that as many clubs as possible are represented at the AGM in order that we can continue to plan the way forward, particularly with regards to our contribution to delivering "Well Being" in partnership with the Department. My aim is to ensure that HASSRA [Insert Region] continues to thrive and achieve success in providing a broad range of sport and recreational activity for its members within a recognised Departmental Association framework to help staff achieve a good work-life balance.

As business sponsors of the association I would therefore appreciate your co-operation in supporting our efforts by responding positively to any requests for leave or special leave to attend the AGM, although I recognise that business needs must come first.

If you or any member of your management team would like further information about HASSRA or wish to discuss what we can do jointly to the mutual benefit of the business and HASSRA in the coming year please do not hesitate to contact myself,

Regards
[by Email]
HASSRA [Insert Region] Chairperson