

# SAMPLE LETTER OF INTENT TO FEDERATE A CLUB

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Madame State President,

It is with great pleasure that I advise you of our intent to establish the \_\_\_\_\_Republican Women.

This club would encompass and concentrate on inviting members from the \_\_\_\_\_areas. Our meetings are scheduled to be held on the \_\_\_\_\_ of the month beginning at \_\_\_\_\_.

Enclosed you will find a copy of our By- Laws, membership roster and check for, membership fees and the National Federation service charge. Included in this correspondence please find the Officers names and position temporarily held pending election after consideration of Charter. Once chartered, those officers elected would hold office until \_\_\_\_\_Date\_\_\_\_\_ at which time an election of officers would be held.

Officers:

President:

First Vice President:

Second Vice President:

Secretary:

Treasurer:

Thank you for your consideration in this matter.

Loyally,

President