John Doe 351 Murfreesboro Pike Nashville, TN 37210 USA

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Joanna Public 1 Hillside SAMPLESTEAD WX12 3YZ

December 7, 2019

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.

Best regards,

John Doe