

John Doe
351 Murfreesboro Pike
Nashville, TN 37210
USA

John Doe - 351 Murfreesboro Pike - Nashville, TN 37210 - USA

Registered Mail

Joanna Public
1 Hillside
SAMPLESTEAD
WX12 3YZ

Your reference	Customer No.	Your letter from	Date
123.456	12345	November 6, 2001	December 4, 2019

Next Meeting

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.

Anticipating an invitation

John Doe

PS: I hope you do not take this request amiss.

Enclosure: Excerpt from the articles governing general meetings

cc: executive board
all members