

John Doe  
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USA

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

Registered Mail

Joanna Public  
1 Hillside  
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Your reference Customer No.  
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Your letter from  
November 6, 2001

Date  
December 5, 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