

Joanna Public  
1 Hillside  
SAMPLESTEAD  
WX12 3YZ

12th October 2022

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

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