

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

SAMPLE WORDING FOR LETTER OF INVITATION
(For Senator, Representatives, Governor, Supervisors, etc.)
CHAPTER 3 APPENDIX E

NOTE: This is designed to be printed on the blank federation stationery which carried the NARFE logo and the CSFC logo with the heading "NARFE – California State Federation of Chapters"

[Date]

[Address]

Dear [Senator, Representative, Governor, Supervisor]

The California State Federation of Chapters (CSFC) of the National Active and Retired Federal Employees Association (NARFE) will hold its Biennial State Convention on [date] at the [location].

It would be an honor and a privilege for us to have you speak at our convention to members from all areas of the State of California. As you may know, about 22,000 Federal Retirees reside in California and approximately 31,000 of them are members of NARFE.

I have enclosed a brochure about our association, so you may become familiar with its proud history of service to the federal community since 1921.

Attendance at our annual convention will be about 300, but we would expect more if you were able to address our group.

We look forward to your early and favorable response.

Respectfully,

[Name]
CSFC President

NOTE: This letter should be printed on Federation Stationery and signed by the Federation President.