



**CALIFORNIA STATE FEDERATION OF CHAPTERS (CSFC)
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION
(NARFE)**

1-SAMPLE LETTER TO MEMBERS

(Current Date)

Subject: Closure Letter, Chapter 0000

To: All Members of NARFE Chapter 0000

This letter is your official notification of intent to close NARFE Chapter Number 0000 of **(your town & state)**, because of lack of participation by the membership.

The Chapter will have its last official meeting on **(date of Meeting)** at **(time of meeting)** at the **(place of meeting, with address)**.

You, as a member, must attend this meeting to vote to close or not to close the chapter. If we vote to close, we must then vote at this meeting on how to disburse the remaining funds in the treasury. These votes must be taken to close and disburse funds before any other closure actions can be taken.

If you are unable to attend the final meeting on **(repeat date of meeting,)** you must contact one of the following officers of the chapter to give a verbal vote. **REMEMBER, YOU MUST CONTACT US WITH YOUR VOTE BY PHONE, MAIL, E-MAIL, OR BY ATTENDANCE AT THE MEETING.**

NON-REPLIES WILL BE CONSIDERED AS A VOTE FOR CLOSURE OF THE CHAPTER AND DISBURSEMENT OF FUNDS BY THE QUORUM OF MEMBERS VOTING.

President _____ **000-000-0000**

Vice President _____ **000-000-0000**

Secretary _____ **000-000-0000**

Treasurer _____ **000-000-0000**

Sincerely,

(name of person writing letter)
(title)
(address , city, state, zip)