



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



2-SAMPLE LETTER TO PRESIDENT

(current date)

To: Current President CSFC

From: Current Past President, Chapter 0000

In accordance with the vote of chapter members on **(date of mtg.)**, this letter is official notification of the intent to close Chapter 0000, and request authorization to inactivate.

The situation has deteriorated to a point that new members and younger members are no longer joining at a rate exceeding those who are dropping. As a result, the pool of active and capable members has diminished and there are no volunteers for officer positions. Without officers, chapter operations are not possible.

(If the reason is known why there is a decrease in membership, or a large source for new members has closed, this is the paragraph where that information should appear.)

The Board of Directors **will disperse the treasury funds in accordance with Federation Policy 10(B), Closing a Chapter.**

The Secretary of State of the State of California has provided forms and instructions for voluntary dissolution of a California corporation. These forms will be completed and submitted upon approval of inactivation of the chapter.

All historical records of this chapter will be sent to the Federation Historian to hold in the inactive files.

Sincerely,

Name
Chapter Past President

**cc: Current District Vice President
Federation Secretary
Federation Historian

**encl: Copies of the following:
Minutes of Chapter 0000 final meeting, (date)
Chapter Charter (Original to Federation President)
Form F-7 as of (date)**