

LETTERHEAD

August 1, _____

Dear Officer or Committee Chairperson,

The annual Delegates Assembly of the Keystone State Reading Association will be held _____, from 12:00 noon to 2:00 p.m. at the _____. A luncheon will be provided for delegates.

Please return the bottom portion of this letter by _____. You will be mailed an official delegate card, which must be brought to the conference. It will serve both as admission and lunch ticket.

If you find you are unable to attend after sending your reservation, please let me know by _____ (10 days prior to start of conference) so we may cancel your reservation. This will prevent KSRA from being charged for luncheons not served.

Thank you for your prompt attention to this matter. I look forward to seeing you at the conference.

Sincerely,

Vice President

**Delegates Assembly
Officer and Committee Chairperson Form**

_____, as a member of the KSRA Board of Directors, serving as _____, is entitled to one vote.

Please sign and return indicating your attendance.

_____ I will attend the Delegates Assembly.

_____ I will not attend the Delegates Assembly.

Signed: _____, Board Member

Return by _____ to _____ (Vice President)

