

LETTERHEAD

Dear Council President (or Executive Officer/Committee Chairperson),

As you may recall, the _____ (insert this year's date) Delegates Assembly Luncheon Meeting was held on _____ at _____. According to the meeting guidelines stipulated in the correspondence to you in your role as _____, delegates who registered but did not attend the meeting would be responsible for payment of the meal. (For the president's letters, list the delegate[s] who did not attend.) Therefore, your council (for presidents) is /you are (for executive officers/committee chairpersons) responsible for reimbursing the KSRA conference for the cost of the meal. The cost is _____. At your earliest convenience, please have your council's treasurer (for executive officers/committee chairpersons, this could be a personal check or a check from the council to which the officer/committee chairperson belongs if the council is willing to pay for the meal) submit a check payable to, "KSRA Conference _____ (insert year)," and send it to _____, KSRA Conference treasurer at _____.

Thank you for your attention to this matter. If you have any questions, please contact me.

Sincerely,

_____, KSRA Vice President

_____ (list contact information)