



Date:
District/Auxiliary

Dear Department (Officer)

We would like to invite you to attend:

List event: (include date, time and location and offer to make reservation & pay for hotel room if needed) Also type of attire

Sincerely,
List your contact information

Send via mail or email to Dept. President & Dept. Secretary

The Dept. Secretary will then notify the officer that you are requesting to see if they are available