[Insert date]

Re: [Insert Area Name] Area Committee Meeting.

For the attention of: Members of the [Insert Area Name] Area Committee.

Cc: Branch Secretaries

Dear member,

Please be advised an Area Meeting of the [Insert Area Name] Area Committee will be held on the [Insert Date] in the [Insert Venue & Location] at [Insert time]. Please find all necessary documentation attached and return the Branch Secretaries report to me by the date provided. Substitutions must be notified to me in advance of the meeting.

Looking forward to seeing you there.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Area Hon. Secretary Name]

[Insert Area Name] Area Hon. Secretary

Irish Red Cross