

(Date of Letter)

(Name of Company)

(Service Group)

(Room, Floor or P.O. Box)

(Street Address)

(City, State and Zip Code)

RE: Inquiry of Local Chapter

Dear Functions Committee:

It is the undersigned's understanding that your service group functions within the guidelines of the (national, city, local, etc.) chapter and provides community service in (name of community) on a routine basis. It would be of great interest to me to know the exact functions of your organization and the groups or entities which it benefits throughout the course of a given year.

In addition to the foregoing, information relative to your membership, officers, local operations and local functions would be deeply appreciated. In the event you have any brochures or printed materials which further describe the operation of your organization, those too would be greatly appreciated.

Kindly provide the information requested at your convenience. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.