

January 2018

Subject: Friends of Sulgrave Manor - 2018 Annual Letter

Ladies,

Now that the holidays are over and we are beginning to settle into 2018, it is time for most of you to begin working on your annual Friends of Sulgrave Manor mailing to be sent to members of your Corporate Society at the end of January or the beginning of February. Attached you will find our 2018 draft letter and letterhead in green.

Detailed procedures for the mailing may be found in the Associate Trustees Handbook beginning on Page 4 and below is a brief summary.

- (1) Letter: The attached letterhead templates in green and black can be printed easily onto whatever paper you like. If you choose to personalize or change the letter, you must first print blank letterhead and then print your personalized letter onto it. The letter as written is formatted correctly and fits nicely in the middle of the letterhead. If you prefer to use the pre-printed copy of the letter on the letterhead, you must write in names and sign your letters.
- (2) Return Envelopes: Jean Zerges (Jean.Zerges44@gmail.com) will send you enough return envelopes for the members of your Society. Your solicitation is to be sent only to members of your own Society, not Courtesy members who will receive the solicitation from their home Society.
- (3) Information Cards: Friends of Sulgrave Manor information cards were either given to you at the meetings in October or mailed to you. These cards fit nicely into a #10 envelope and if you use lightweight paper for your letter and add the return envelope, the mailing should fall within the cost of a first-class stamp. Please be sure to check the weight.
- (4) Scarf Order Form: A number of Associate Trustees are planning to add the new scarf order form to their mailings. If you do this, and you include the information card, your mailing will be over the limit for a first-class stamp.

If you have questions, please let me know.

Happy New Year to all!

Sally

Sally Congdon
Vice-President Friends of Sulgrave Manor

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