

NATIONAL FEDERATION OF WOMEN'S INSTITUTES

Address _____



Email _____

Telephone _____

Date _____

Dear _____

This is to remind you that we are looking forward very much to your visit on
(date) _____

To speak about/demonstrate _____
_____ The meeting is held at

_____ Postcode _____
at (time) _____ and the approximate time for the start
of your talk/demonstration will be _____

We usually allow _____ minutes for our speakers/demonstrators.

You may like to know that the approximate size of the audience should be
_____. We note that your fee will be
_____ plus travelling expenses.

How to get here by road: _____

The nearest car park is _____

The bus/train arriving at _____
stop/station at (time) _____ will be met.

Yours sincerely,

_____ Hon. Secretary