

Procedure for Requesting SSA Correspondence

The following procedure is used when there is a need to sending official correspondence to individuals or groups on behalf of the Spoede School Association. For these requests, please provide the following information to the Corresponding Secretary.

Name and Address of **each** recipient:

Type of correspondence requested e.g. "Thank you note":

Date correspondence should be sent out:

Special instructions or acknowledgments:

Name of the individual(s) requesting correspondence:

Phone number or contact information of individual(s) requesting correspondence:

If you have any other questions or concerns, please contact Jennifer Deutsch, SSA Corresponding Secretary through the main office or by email at jendeutsch@sbcglobal.net

For Internal Use Only

Correspondence Sent By: _____ Sent On: _____

Other Instructions: _____