



SAMPLE LETTER REQUESTING AFFILIATION AND CHARTER

[Date]

National Board of Directors
NAPMW

RE: REQUEST FOR NATIONAL AFFILIATION & CHARTER

To whom it may concern:

This letter is to request affiliation and charter of NAPMW. The following items are enclosed:

- Copy of Local Association Bylaws
- Copy of Operating Procedures
- List of officers, directors & committee chairs
- Proof of membership for a minimum of 15 members
(This can include any new applications and dues collected)
- Charter fee in the amount of \$250.00
- Federal Employer Identification Number Application
- I.R.S. Group Exemption Letter
- Local Affiliation Agreement

We request an affiliation date of _____(must have 60 days).

Please do not hesitate to contact us should you need additional information/

Respectfully submitted,

President, NAPMW - _____