

PENNSYLVANIA ASSOCIATION OF PERIANESTHESIA NURSES



Ballot Cover Letter Example

Date

Dear Member:

Enclosed is the Ballot for the Officers of PAPAN for the fiscal year XXXX-XXXX. This year we have candidates for XXXX and for the XXXXX. We are extremely pleased to have several members in nomination for these positions.

Please also see a brief description page of the candidates. These are very dedicated individuals who have agreed to place their name in nomination for the present year. We are grateful to each one.

Several individuals have agreed to serve PAPAN on committees. These names are being forwarded to the chairpersons of the individual committees. The Chairpersons will be contacting you after July 1, XXXX, regarding your responsibilities. We sincerely appreciate and welcome each of you to the organization in this very important area.

Please take this election seriously. This is a very active organization. The members of the Board have worked very diligently over the years to make this the fine organization that we are today. Our goal is to continue to have active, interested individuals for a very healthy future.

Please make your selections and return the ballots by June 15, 2000, to me at:

Sincerely,

XXXXXXXXXX