

# 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