



[Insert Date]

Dear [Troubled Chapter] Member:

First let me introduce myself. My name is [Full Name], I am currently the NARFE [District / Area] Vice President which means I work with [Number] chapters in [District / Area], one of those chapters being [Troubled Chapter] located in [City / Town].

I want you to know that your chapter membership is greatly appreciated. Your membership increases our clout with Congress when they keep looking at the Federal Community to reduce the Federal deficit by eliminating our COLA and increasing our share of the health premiums, which are two of the predominant areas Congress continues to attack. Only through NARFE's efforts have we defeated attempts to decrease or eliminate our retirement benefits.

I want to advise you that your NARFE [Troubled Chapter] (which has been serving the Federal Community for [Number] years) is initiating action to either close the chapter or merge with [Name / Number - New Chapter] because there is an apparent lack of interest in any of the members wishing to be Chapter President.

This may stem from the thought that it is not only time consuming but also a daunting task. Let me assure you that it is not a daunting task and the time involved would average about 2 hours a week over a one month period. A member agreeing to take on the task of President would have plenty of assistance and guidance to get started and it would continue as long as requested. This position can be shared with others on a temporary basis or one can try it for just three months.

I find it hard to believe that of the [Number] chapter members there are not at least 10% who are concerned about their retirement benefits and are willing to spend 1 – 2 hours a week to work with the current chapter officers in some capacity to ensure the chapter remains a force in dealing with Congress to prevent losing any of our earned benefits. With the issues being raised by Congress on a daily basis, we cannot afford to loose even one member, let alone one chapter. We must remain vigilant and ready to call, write and visit our Congressmen during these difficult times.

In view of the above, I'm inviting you to attend a special meeting at the [Date / Time / Place]. At this meeting, we will discuss/explain the problems the [Troubled Chapter] Chapter is undergoing and what can be done to resolve the problem and ***how you can help.***

Please feel free to contact me by telephone [Number] or e-mail [E-Mail Address] with any questions you may have on this matter.

I hope you will consider attending this meeting to find out how you can help your Chapter as well as helping yourself in learning how to retain and enhance your own retirement benefits.

Sincerely,

[Full Name]
[District / Area] Vice President

NARFE – WORKING FOR YOU