**Parish Official Name - City**

**Parish Address**

**Annual Meeting Notification Letter**

Date of Letter

Most Reverend Edward J Weisenburger

Rev. John Arnold, Vice-President

Rev. (Pastor’s Name), President

(Treasurer’s Name), Treasurer

(Secretary’s Name), Secretary

Diocese of Tucson

P. O. Box 31

Tucson, Arizona 85702-0031

Dear Director,

Our Parish Official Name - City Board of Directors will convene for the Annual Meeting on (date), at (time) at Location and Street Address**,** City, Arizona. The purpose of the meeting is to review the parish annual report and to approve the parish year end Financial Statement and the Annual Report to the Diocese; to review and acknowledge any extraordinary transactions in course of business which have been undertaken by the corporation during the past year or which are proposed for the for the coming year; and any other business as needed.

Attached to this letter is the Agenda with the proposed resolutions for the meeting and the minutes from the previous meeting for review. Copies of the Parish Financial Annual Report, a current Balance Sheet, a current Income statement and any supporting documentation needed for the meeting are also attached (or shall be sent separately and at least 7 days prior to the meeting date.) This notification is mailed (or emailed) on this date, Mailing Date to all members of the Board.

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 President or Secretary Name, Title