«Title» «FirstName» «LastName»,

«Address1»,

«City»,

«Country».

# 6th August 2009

Dear Resident,

Please note that we are holding a meeting in the Oldbridge hotel on 26th August at 4 pm to discuss further issues relating to the proposal for a new football stadium.

We are hoping to determine the opinion of members prior to the meeting so could you please complete the enclosed form to indicate your willingness, or otherwise, to be involved in this survey.

Yours sincerely,

Roberta Jones,  
Secretary.