



**BUCKS FEDERATION OF WOMEN'S INSTITUTES**

WI.....  
Address.....  
.....  
Telephone..... Date.....  
Email.....

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Address.....  
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Telephone..... Date.....  
Email.....

Dear.....  
We write to remind you that we are looking forward very much to hearing  
your talk on .....  
at our meeting on ..... (*date*)  
The meeting will be held in..... (*place*)  
at ..... (*time*) and the approximate time for the start of your  
talk/demonstration will be ..... (*am/pm*)  
We usually allow ..... minutes for our speakers/demonstrators and you may  
like to know that about ..... members attend our meetings.  
A map of the area and/or directions are enclosed for your information.  
Yours sincerely  
.....  
Programme Secretary

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