



THE UNIVERSITY OF THE THIRD AGE - CRAWLEY

Programme Secretary's Name

Address:

Telephone No:

Alternative contact Tel: No:

Dear

We are making up our Programme for 20 - 20 and would be pleased if you would give us a 45 minutes approx. talk/demonstration on:-

..... (subject)

Our meeting takes place at
and begins at 2.30 p.m

The dates we have available are:-

The date for your talk is confirmed as:-

Free car parking is available at the venue. If you require any further travel information we shall be please to advise you.

It would be most helpful if you could complete the reply form and return it in the enclosed stamped addressed envelope. Thank you for your help.

Yours sincerely

✂.....

Reply Form

Date of Meeting

Name (with titles)

Address.....

..... Post code

Telephone

Title of your talk

Details of interest to be used when you are introduced

.....

Equipment required

Other requirements

Please indicate the amount of your expenses and to whom the cheque should be payable

Please note that your cheque cannot be made out to another charity.