

MEMO

TO: Unit _____

FROM: Kimberly Sullivan, Secretary-Treasurer

SUBJECT: Poppy Proceeds

DATE: December 17, 2014

Happy holidays! I hope you had a successful Poppy Drive on _____ . It's been about a month and we have not yet received your Poppy Proceeds. For your convenience, a copy of the form to send with your check is enclosed. If you have any questions, please let me know.