Name and Last Name:

Address:

Area:

Dear Mrs Johnson,

We would like to inform you that our first meeting will take place at the middle of next month. With this opprtunity we kindly ask you to settle your subscrition fees for the new year which is 12 Euros. Please refer at the end of the letter for payment details.

Please do not hesitate to contact us if you require any clarifications.

 Sincrely yours,

 Joanna Smith

**Methods of Payment (Only Euros accepted)**

With Credit Card

Bank Transfer

Cheque

By Cash (Euros)