**LOCAL LETTERHEAD**

Kate Sweet

NYSUT Assistant IT Director

800 Troy-Schenectady Road

Latham, NY 12110-2455

Dear Kate:

We are in the process of forming a local retiree chapter. I have been advised that alphabetizing our membership list by code will group all the retirees together following an alphabetized list of in-service members. Please have NYSUT Member Records alphabetize our membership list this way in the future.

Also, please forward a list of names and addresses of any and all (name of local) retirees to (name and address of recipient) as soon as possible.

Thank you for helping in our organizing effort.

Sincerely,

(Name of President of Local)