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February 20, 2014

«First\_Name» «MiddleName» «LastName»  
«Company»  
«Address1»  
«Address2»  
«City», «State» «Zip»

Dear «First\_Name»:

Recently it has come to our attention that your membership in the Federal Bar Association (“FBA”) is past due for renewal. As the Vice Presidents for Membership of the Minnesota Chapter of the FBA, we encourage you to renew your membership today. If you have already renewed your membership, please disregard this letter and accept our thanks for doing so.

To renew your membership, please complete and return the renewal form that the FBA sent to you. If you no longer have your form, please contact the FBA’s Membership Department at (571) 481-9100 or [membership@fedbar.org](mailto:membership@fedbar.org).

Our Chapter’s leadership is always looking for ways to improve the FBA experience for its members. We encourage you to contact us, at (555) 111-2222 (Anh Le Kremer) or (555) 222-3333 (Clayton Halunen) with any comments, concerns, or suggestions you have for the FBA or the Minnesota Chapter.

Thank you for your participation in the FBA. We hope it will continue.

Sincerely,

Anh Le Kremer and  
Clayton Halunen  
Vice Presidents for Membership

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*Chair, Annual Golf Tournament Committee*

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*Chair, Pro Se Project*

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*Long-Range Planning Committee*

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*Chair, IP Practice Group*