

**GPANA
PO Box 72792
Providence, RI 02907
Date: _____**

Dear _____,

This letter is to inform you that you have missed the GPASC meeting on _____ . We are sure that you are aware that part of your responsibility is to attend both the Administrative Meeting and the ASC meeting.

The GPA policy states that any officer or subcommittee chair missing one ASC meeting without prior notification of the Area Chairperson or Vice-Chairperson will be sent a letter immediately following the ASC meeting asking them to attend the next ASC meeting.

In keeping with the GPA policy your attendance is required at the next GPA ASC meeting on _____ in order to continue to meet the responsibilities of your position.

We thank you for your attention to this matter.

In service to NA.

GPA Chairperson/Vice-Chairperson