Your Name

Address City, State Zip Other Contact Information

Name of Commandery and Commandery Number Date Mailing Address

City, State, Postal-Code Dear Sir Knights:

The Grand Commandery has given me the responsibility of notifying you of your inspection this season. The information indicates the asylum located at Commandery # will open at

 AM/PM on 2019. I will arrive at approximately AM/PM in order to inspect the books, records and reports. Please have the following inventory of the following books and records for Commandery # available when I arrive:

**Minutes Savings Statement**

**Bank Statement Check Book**

**Recorder’s Cash Book Treasurer’s Cash Book**

**Audit Report Warrants**

**Membership Printout Recorder’s Questionnaire**

**Copy of By-Laws Activity Sheet**

**(11) Rituals (5) Officer’s Handbooks**

**(10) Tactics (revised 04/28/18)**

**Laws of the Commandery of Indiana (revised 04/28/18)**

**Constitution, Statutes & Rules of the Grand Encampment (2016 Edition)**

I am enclosing copies of the following: *Inspecting Officers Report, Sign-In Sheet, Activity Sheet, and Recorder’s Questionnaire.* Please fill-out and complete the Activity Sheet and the Recorder’s

Questionnaire before I arrive**.** Place the Grand Commandery Sign-In Sheet with your attendance register and ask your Sentinel to insure all Sir Knights register to insure credit for attending your inspection.

Thank you!

I am looking forward to an enjoyable visit with Commandery # If you have any questions, please do not hesitate to call me at .

Fraternally and Sincerely Yours,

Your Name Title

Enclosures (Inspecting Officer’s Report, Sign-In Sheet, Activity Sheet, and Recorder’s Questionnaire).