Date

Sir Knight’s Name

Commandery Name

Dear Sir Knight \_\_\_\_\_\_\_\_\_\_\_\_\_,

The Grand Commandery has given me the responsibility of notifying you of your inspection this season. The information indicates the asylum at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will open at \_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will arrive at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to inspect the books, records and reports. Please have the following inventory of the following books and records available when I arrive:

 **Minutes Recorder’s Cash Book**

 **Bank Statement Check Book**

 **Membership Printout Recorder’s Questionnaire**

 **Activity Sheet 990-N**

 **Warrants Monthly Reports**

 **Annual Report Audit Report**

 **Copy of By-Laws Treasurer’s Cash Book**

I am enclosing copies of the following: Inspecting Officers Report, Sign-In Sheet, Activity Sheet, Recorder’s Questionnaire and Grade Sheets. 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 ensure all Sir Knights register to ensure credit for attending your inspection. Thank you!

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

Fraternally and Sincerely Yours,

Name

Title

Battalion \_\_\_\_ Commander

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