

Date

Dear Worthy Master:

This letter serves to inform you that I will make my annual spring visit to your Grange on \_\_\_\_\_. During my spring visit I will need to examine the following records for my required report to the NH State Grange.

1. Audited Secretary, Treasurer and all other financial books such as Committee funds
2. Executive Committee report book
3. Renewal of non-profit incorporation for 2025 with the NH Secretary of State's Office confirmation- Renewal is due December 31, 2025.

Your Grange will be expected to exemplify the opening and closing of the Grange in the 4th Degree for Deputy instructions.

If you have any questions, please feel free to contact me.

Fraternally,

Deputy State Master