*Date*

**Daisy Star**

*President*, Colorado P.E.O Chapter *XX*

*Street Address • City, State ZIP*

*email@emailaddress • XXX-XXX-XXXX*

RE: Change in Key Officers for Colorado P.E.O. Chapter *XX*

To Whom It May Concern:

Please accept this letter as a formal request to change the key officers for Colorado P.E.O. Chapter *XX*, account number *XXXX(last four digits)*. P.E.O. is an international organization of volunteers who work toward assisting women further their education who’s International Headquarters is at 3700 Grand Avenue, Des Moines, IA 50312.

Officers are elected and installed every other year or under special circumstances, usually in March. Prior key officers may still be members of the chapter but not in a leadership position.

Effective immediately key officers to remove are: *Past Chapter President*  and *Past Chapter Treasurer*

Key officers to add are: *New Chapter President* and *New Chapter Treasurer*

The address for this account should be changed to:

*Treasurer’s street address*

*City, State Zip*

Also find attached a copy of the chapter minutes where these new key officers were elected and installed.

Please feel free to contact me if you have further questions regarding this request.

Sincerely,

*President or Treasurer Name*

*Title*, P.E.O. Chapter *XX*