

Send to Grand Recorder in Triplicate.

Grand Commandery K.T. of Oregon
SK Mike Sullivan, Recorder
PO Box 40
Sisters, OR 97759

Month Day, Year

Right Eminent Grand Commander,

“At the [Month] Stated Conclave of [Commandery Name] [Commandery No.], held on [meeting date], by majority vote, the membership voted to request a Dispensation to {include reason ex: move the date of the December Stated Conclave to (new date)}. The reason for this request is {include reason ex: to allow the Commandery to meet due to Christmas falling on the Commandery’s normal meeting night.}

If approved, the Commandery membership will be notified in the usual manner.

Signed

Lodge seal