Send to Grand Recorder in Triplicate.

Grand Commandery K.T. of Oregon

SK Mike Sullivan, Recorder

PO Box 418

Coos Bay, OR 97420

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