Sent to Grand Recorder in Triplicate.

Grand Council C.M. of Oregon

RIC Mike Sullivan, Recorder

PO Box 418

Coos Bay, OR 97420

Month Day, Year

Most Illustrious Grand Master,

“At the [Month] Stated Assembly of [Council Name] [Council 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 Assembly to (new date). The reason for this request is {include reason ex: to allow the Council to meet due to Christmas falling on the Council’s normal meeting night.}

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

Signed

Lodge seal