

SAMPLE RESIGNATION/TRANSFER LETTER

Member Name
Member National Number
Member Address
Member City, State and Zip

Date

Senior Society President Name
Senior Society President Address
Senior Society President City, State and Zip

Dear Senior Society President Name,

I wish to resign from (name of Local Society, Ohio Society Children of the American Revolution),

I wish to transfer to Member at Large, Ohio Society Children of the American Revolution,

I wish to transfer to Member at Large, (name of state society if not Ohio),

I wish to transfer to (name of new local society, Ohio Society Children of the American Revolution),

I wish to transfer to (name of new local society, name of state society if not Ohio), effective (date). If you have further questions you may contact me at the above listed address and phone number.

(Please note that an official letter must be received at National Headquarters, signed by the member if they can write or print, for a resignation or transfer to be official. Otherwise, the member will remain on the books until they either age out or are dropped for non-payment of dues.

If a member wishes to transfer to DAR, SAR or S.R. in good standing it is important for them to take the time to do this letter and ensure their **DUES ARE CURRENT**. If a member is too young, the parent/guardian may do the paperwork and sign it on behalf of the member.)

Respectfully,

(Signature of member or parent/guardian)

Name of Member