

Sample Meeting Notice Cover Letter
Taken from the PI Handbook page III-3

Dear (name of editor) or Editor:

We would appreciate you listing the enclosed Overeaters Anonymous meeting notice in your newspaper's section for community meetings.

Sample newspaper meeting notice

Thursdays (Add date if submitted weekly)
OVEREATERS ANONYMOUS
Middle Vale High School
241 Highland Ave New Town
7PM Second Floor faculty lounge
No dues, fees or weigh-ins.
Everyone Welcome!
800 201-8720

This meeting is held weekly at the same time and place. If possible, we would like you to include this announcement in your column on a regular basis.

You may reach me at (xxx-xxx-xxxx) or email (address). Please let me know if I can provide any other information.