Date:

Dear Campus Officer;

We, the executive committee of the club/society

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

are writing to inform you of a change in details that are to be updated on the JCUSA website.

We are requesting that the following changes be made:

|  |  |
| --- | --- |
| **Field to be updated:** | **New details:** |
| 🞎 Club President Name  (Form 168 Club Society Change of Committee Members-Executive Letter also required) |  |
| 🞎 Club email address |  |
| 🞎 Facebook Page or Group Name |  |
| 🞎 Website |  |
| **Supplied evidence of the above change/s being authorised:** | |
| 🞎 Form 165 Club/Society Annual General Meeting Minutes; or  🞎 Form 177 Club/Society Ordinary Meeting Minutes; or  🞎 Club/Society version of Minutes of a meeting | |

Sincerely,

|  |  |
| --- | --- |
| **Full name:** | **Signature:** |
| President: |  |
| Vice-President: |  |
| Secretary: |  |
| Treasurer: |  |