

IPACE Rebate Sample Request Letter

(Level I Rebate \$6.00 per member)

Date

TO: IEA Government Relations

FR: Jane Smith, Treasurer, Anytown Teachers' Association
John Smith, President, Anytown Teachers' Association

RE: IPACE Rebate

This letter is a formal request from the Anytown Teachers' Association to receive our local's IPACE rebate. Please mail the rebate check to the following address:

Jane Smith
123 Main St.
Anytown, IL 60000

Sincerely,

Jane Smith
Treasurer, Anytown Teachers' Association

John Smith
President, Anytown Teachers' Association