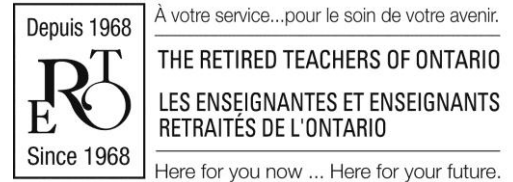


Date

**Attn: Faculty Association/Human Resources
Department/Union Presidents
[insert name of College/university]**



To whom it may concern,

My name is [name] and I serve as the Membership Chair of The Retired Teachers of Ontario, District [name]

The enclosed package from The Retired Teachers of Ontario (RTO/ERO) is sent along to you for information and for sharing with other faculty members.

Membership in RTO/ERO is now available to all teachers/instructors at colleges, universities and private schools.

Included in the package are the following items:

- our latest Information Kit with enrolment forms for membership and for our excellent Group Benefits and Health Plans
- a copy of our flyer concerning membership for posting in an area where it may be readily accessed by staff
- two copies of an RTO/ERO poster (one large and one small)
- a copy of both our District newsletter(s) [indicate date]
- the RTO/ERO laminated banner to place over the postings

You may also gather further information at the RTO/ERO Provincial website at www.rto-ero.org or at our District [name] website at [insert website]. If you have questions or wish additional materials for faculty please do not hesitate to get in touch with me at [phone number] or [email].

Thank you for sharing this information.

Yours truly,

[name]
Membership Chair
RTO/ERO, District [name]