



**United States Army Warrant Officers Association
The Quiet Professionals®**



Sample No Meeting Held Memo

FULL NAME of CHAPTER

Chapter Address

Date:

Re: No Meeting Held in the Quarter

Via Email: director@usawoa.org, hq@usawoa.org

To: Executive Director

The [Chapter Name] was unable to hold a membership meeting for any month of the XX calendar quarter of 20XX due to XXXX.

Respectfully Submitted:

Signature

(First and Last name)

Chapter Secretary or Chapter President