

Date: _____

Dear _____,

The OASC / Owensboro Area Service Committee of Narcotics Anonymous has conducted an audit of our financial records and the results show misappropriation of funds that were entrusted to your care. Your presence is being requested at a meeting on _____ at _____ o'clock, to further discuss this matter.

Please make every effort to attend this meeting. If you choose not to attend this meeting, we will be forced to take further actions to rectify this situation.

Sincerely,

Owensboro Area Service Committee of Narcotics Anonymous