

CLASS LETTER TRANSMITTAL FORM

Please send this form with your class letter to:
Molly Campe'96, Office of Development and Alumni Relations
campe@grinnell.edu
Grinnell College, Grinnell IA 50112-1690
866-850-1846 or 641-269-3234 (direct)

Class Agent

Class Year

The Office of Development and Alumni Relations will process your letter as submitted, unless otherwise directed. We will proofread for grammar and punctuation, check the accuracy of names and addresses, and lay it out according to the College style manual.

Inserts (all optional):

Please include 'News from Here' cards.

Please insert my signature.

Please include special materials (please describe):

Mailing:

Please return materials to me for stuffing and mailing at the address below. In addition to the class letters, I will receive a class letter transmittal form, a current class roster, and a mailing roster.

(Name)
(Address)

Please mail the class letter for me from the college. I will receive a class letter transmittal form, a current class roster, and a mailing roster after it is sent.

Please include the original draft of my class letter when mailing me the packet after the class letter is printed.

Please include 10 additional class letters and envelopes when mailing me the packet after the class letter is printed.

Special Instructions:

Please do not make any corrections to my class letter unless changes are approved by me.

I would like to see the final draft of the class letter before it is sent to the printer.

Please do these special instructions for this class letter (please describe):

You are an important link between your classmates and Grinnell. Thank you for your dedication!