

Secretaries Letter to
The Investigation Committee

_____, 20__

Dear Brother _____:

The Worshipful Master, Brother _____, has appointed you as one of a committee of three to investigate the Petition of Mr./ Brother _____ for Membership in _____ Lodge, No. ___ by Initiation or Affiliation.

Your task is to make a thorough investigation and report by hand or by mail to the Lodge Secretary as soon as you can, but by no means in less time than will be consistent with care, if possible at least three days prior to the next Stated Communication of this Lodge, which will be at _____, _____.

Other committee members are Brother _____ telephone _____ and Brother _____ telephone. The Worshipful Master has appointed Brother _____ to be Chairman of this committee.

Enclosed you will find a copy of the information supplied by the Petitioner and a pamphlet which outlines your duties and makes suggestions for the manner in which you should conduct your investigation, which is one of the most important tasks you will ever be asked to perform for your Lodge. The materials provided are to be returned to this office accompanying your report.

Fraternally,

_____, Secretary

Lodge, No _____