

**COMPLETE AND RETURN TO THE DISTRICT OFFICE BY EMAIL [capitolareasouth@wocumc.org](mailto:capitolareasouth@wocumc.org) or REGULAR MAIL**  
(only if DS Brown or Asst. to DS Cady are not presiding)

Date: \_\_\_\_\_

Dear DS Kathy Brown:

I would like to request that the Annual \_\_\_ Charge \_\_\_ Church Conference \_\_\_\_\_  
Name of Church

United Methodist Church to be held on \_\_\_\_\_ at \_\_\_\_\_.  
Date Time

The Rev. \_\_\_\_\_ will preside.  
Name of UM ordained elder

Sincerely,

\_\_\_\_\_  
Signature

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