[heading or letterhead of preparative, monthly, or quarterly meeting]

[DATE]

New England Yearly Meeting of Friends

901 Pleasant Street

Worcester, MA 01602

Dear Friends:

[Local Meeting] of the Religious Society of Friends would like to be included in the group exemption of New England Yearly Meeting of Friends, obtaining recognition on a group basis from the Internal Revenue Service (IRS) of our exemption from federal income tax under section 501(c)(3). This letter authorizes New England Yearly Meeting (NEYM) to include [full legal name of Local Meeting] as a “subordinate organization” or local unit in the group exemption of New England Yearly Meeting of Friends.

[Local Meeting] is affiliated with New England Yearly Meeting, and the organization, purposes and activities of [Local Meeting] are generally as described in *Faith and Practice of New England Yearly Meeting of Friends*. [Local Meeting] acknowledges that NEYM may remove [Local Meeting] from the group exemption if it does not comply with IRS requirements about group exemptions. Upon request, [Local Meeting] will provide NEYM with any information or documentation that may be necessary for NEYM to maintain the group exemption.

The Employer Identification Number (EIN) of [Local Meeting] is [##-#######].

Truly,

[Local Meeting]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Notes:*

* *This letter should be signed by the Clerk or Treasurer, or, if quoting a minuted decision of the monthly or quarterly business meeting, by the Recording Clerk.*
* *About the “legal” name: some meetings have one name on their bank accounts and property deeds, for instance a more traditional name such as “Anytown Monthly Meeting of Friends” and then another more descriptive name on their signs and public notices, such as “Anytown Quaker Meeting.” Make sure to include the name shown on your bank account and land deeds, if any.*
* *Feel free to modify the language to fit your style, and if you wish, to include additional language affirming that your meeting is a “church,” a “house of worship,” or otherwise indicating a religious or spiritual congregation or group. Key words to keep: “affiliated with,” “the organization, purposes and activities of … are … as described in* Faith & Practice*,” the acknowledgements about removal and providing information, and “authorizes” NEYM to include your meeting.*