



Dear _____,

Thank you for agreeing to prepare and serve coffee and refreshments on _____. I have attached a document called "Coffee and Conversation (C&C) Instructions." A copy of the instructions may also be found on the FSA website at <http://www.fsaunited.com/toolkit-coffee-conversation14.html> (or you can get it by going to the **Toolkit: Coffee & Conversation** link found under **Admin/Resources** on the main menu of our website). As well, the instructions may be found on the inside of the door marked "Coffee and Conversation" to the right of the refrigerator in the kitchen.

If you have any questions please feel free to get in touch with me at: _____.

With thanks for your support of this very important contribution to the FSA community I remain faithfully yours,

(signed) _____

Coffee and Conversation Coordinator for _____

Month/Year