

以下為提供給 RI 職員 Jessica Castellanos 的信件範本，

以利告知各社傳真信用卡繳費單的情形：

**信件主旨：**

IC21 Group Registration - District \_\_\_\_\_ (所屬地區) + Rotary Club of \_\_\_\_\_ (填入所屬扶輪社)

(例：IC21 Group Registration – District 3522, Rotary Club of Taipei Sunrise)

**信件內容**

Dear Jessica,

Greetings from Taiwan.

This is \_\_\_\_\_ (執秘英文姓、名), the group organizer of Rotary Club of \_\_\_\_\_ (填入所屬扶輪社), District \_\_\_\_\_ (所屬地區).

Kindly find the attached group registration form and credit card payment form(s) has/have been faxed on \_\_\_\_\_ (傳真時的日期 年/月/日).

**The credit card payment form(s) information as below:**

Copy of credit card payment form(s): \_\_\_\_\_ (一共傳真幾張信用卡單)

Last 4 digits of credit card:

Credit Card Payment Form	Last 4 digits (請填入信用卡後四碼)	Payment Amount (US\$) (信用卡繳費金額)
Form 1		US\$ _____
Form 2		US\$ _____

(如有更多張，請自行新增表格行列)

Please confirm if the form(s) has/have been well received and please check whether it is completed.

Thank you for your help.

Best regards,

(請加入以下聯繫資訊)

執秘英文姓、名： \_\_\_\_\_

英所屬扶輪社： \_\_\_\_\_

英文所屬地區： \_\_\_\_\_

E-mail： \_\_\_\_\_

Tel： 886- \_\_\_\_\_