**(DATE)**

Lisa Mensah

President and CEO

c/o Val Rundquist

The Oregon Community Foundation

1221 SW Yamhill, #100

Portland, Oregon 97205

Dear Lisa,

I am writing on behalf of the board of directors of Oregon Science Fiction Conventions, Inc. We are requesting a full distribution of the fund balance from the Susan C. Petrey Endowment Fund of the Oregon Community Foundation as allowed by the terms of our fund agreement. Our board of directors met on 04/27/2023 and as required by our fund agreement a majority *of the entire board voted in favor* of this special distribution. I have enclosed a copy of the minutes from that meeting.

We are making this request because we would like to distribute the money to the two non-profit organizations that the fund has been supporting since it was started. Two thirds of the funds will go to Clarion West Writers Workshop in Seattle and the remaining third will go to Clarion Writers Workshop in San Diego.

Thank you for your prompt attention to this matter. If you have questions we can be reached at (PHONE NUMBER) or (E-MAIL ADDRESS).

Sincerely,

President of OSFCI Board