

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

Internal Revenue Service  
P.O. Box 12192  
Covington, KY 41012-0192

Dear Sir/Madam:

On behalf of the Optimist Club of \_\_\_\_\_, enclosed herewith are the following documents:

1. Form 1024 – Application for Recognition of Exemption;
2. Attachment to Form 1024 (if any);
3. Articles of Incorporation , if any, or other organizational document;
4. Constitution and By-laws and Constitution and By-laws Certification;
5. List of Officers and Directors;
6. Description of Membership Qualifications;
7. Statements of Revenue and Expenses; and
8. Form 8718 with applicable user fee payment

Sincerely,

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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