

«CONTACT_PostName»

«Branch_No»

«Address1»

«Address2»

«Address3»

«Town»

«County»

«PostCode»

12th December 2024

Dear «Title» «Surname»

Branch Circular - Branch Notes Deadline Dates for 2025

Please ensure this Circular and deadline dates are passed to the person who deals with your Branch Notes as this Circular contains important information regarding the Branch Notes including the sheet shown overleaf providing the Branch note deadline dates for 2025.

Email is the preferred method of receiving Branch Notes, and the address to send them to is: - branch.notes@nfop.org.uk

Please can you ensure, where possible, that you use the Branch Note template. If you would like a copy of the template form emailed to you then please contact Head Office.

On receipt of your Branch Notes, an acknowledgement will be sent to you either by email (or post if appropriate). If this acknowledgement is not received, then you must assume that your Branch Note has not been received and you should contact Head Office as soon as possible.

Yours sincerely



Amanda England
Operations & Finance Manager
Enc.

NFOP

The Magazine deadline dates for Branch Notes to Head Office 2025

The Branch notes deadline dates below have been set to allow us enough time for processing, checking, and proof-reading. Branch notes arriving after these dates **WILL NOT** guarantee admission in The Magazine.

MONTH OF ISSUE	DEADLINES FOR BRANCH NOTES TO HEAD OFFICE	MAGAZINE DESPATCH DATES
MARCH 2025	Friday 31 st January 2025	Monday 3 rd March 2025
JUNE 2025	Friday 2 nd May 2025	Monday 2 nd June 2025
SEPTEMBER 2025	Friday 1 st August 2025	Monday 1 st September 2025
DECEMBER 2025	Friday 31 st October 2025	Monday 1 st December 2025

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