

«CONTACT\_PostName»  
«Address1»  
«Address2»  
«Address3»  
«Town»  
«County»  
«PostCode»

«Branch\_No»

December 2025

Dear «Title» «Surname»

**Branch Circular - Branch Notes Deadline Dates for 2026**

**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 2026.**

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

***NFOP Head Office will be closed over the Christmas and New Year period.***

*The office will close at 1pm on Wednesday 24<sup>th</sup> December 2025*

*and reopen at 9am on Friday 2<sup>nd</sup> January 2026.*



***Wishing you and your families a very Happy Christmas and best wishes for 2026***



# NFOP

## The Magazine deadline dates for Branch Notes to Head Office 2026

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 2026	Friday 30 <sup>th</sup> January 2026	Monday 2 <sup>nd</sup> March 2026
JUNE 2026	*Tuesday 21 <sup>st</sup> April 2026*	Monday 1 <sup>st</sup> June 2026
SEPTEMBER 2026	Friday 31 <sup>st</sup> July 2026	Monday 31 <sup>st</sup> August 2026
DECEMBER 2026	Friday 30 <sup>th</sup> October 2026	Monday 30 <sup>th</sup> November 2026

*\* Please note this date is earlier than usual due to the NFOP Annual Conference.*

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