

January 10, 2001

**SAMPLE LETTER TO FOUNDATION BOARD MEMBERS**

Title  
Address  
City, State, Zip

RE: Wisconsin United for Health Foundation, Inc. – Meeting of the Board of Directors

Dear (NAME):

I would like to thank you for agreeing to serve as a director of the Wisconsin United for Health Foundation, Inc. We have scheduled a meeting of the Board of Directors to be held at 10:00 a.m. on Tuesday, February 13, 2001 in Room SR 106 of the Prairie Oak State Office Building, 2811 Agricultural Drive, Madison, Wisconsin. Enclosed is a proposed agenda for the meeting. In the next week or so you will receive a formal notice of the meeting with the final agenda.

Please contact Tracie Schaffer of Blue Cross & Blue Shield United of Wisconsin (414-226-6998) for directions to the meeting place, travel arrangements, or if you wish to attend the meeting by phone. If you have additional questions regarding the Agenda or the Foundation, please contact Michelle Moore Webb of the Blue Cross Legal Department at 414-226-6062.

Sincerely,

Ben Brancel