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| <BRANCH NAME> **Branch** |  |

Matt Dixon

State Secretary

WA Labor

PO Box 8117

Perth BC WA 6849

By email: [membership@walabor.org.au](mailto:membership@walabor.org.au)

Dear Matt,

The following motion was carried at our meeting on <DATE>.

<INSERT MOTON HERE>

Your action on this matter is requested, and your advice on action taken would be appreciated.

Yours sincerely,

<NAME>  
Secretary

<BRANCH NAME> Branch  
<DATE>