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13 January 2017

The Chairman
RNA Portland Branch
South Portland Working Mens Conservative Club
Easton Square
Easton
Portland
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DT5 1BX

Dear Mr. Cartwright,

The Isle of Portland Sea Cadet Unit will be holding a Prize Giving evening on Thursday 26th January 2017 to present awards to both the Senior and Junior Sections of the Unit. I would like to extend an invitation to yourself and members of the Branch to attend.

These awards recognise the cadet's achievements over the last year, both within their rate and within the specialisations and proficiencies that they have undertaken. This used to be an annual event, but has not been held for a few years and I am very keen to re-instate it in the Unit's calendar as I believe that it is important to recognise the qualities and hard work of the cadets.

The evening will also mark 60 years of Portland Sea Cadets operating on the Island, with the Unit having formed on 27th November 1956. As you know, recent liaison with Mr Dan Sherren has established a new Diamond Community Award to bring a stronger tie between both of our Organisations and acknowledge the fact that both have reached our Diamond Anniversary milestones. This award is to be presented to the Cadet which has had the most involvement within the Community throughout the year, and we would be absolutely delighted if you would give us the honour of presenting the award during proceedings.

The evening will consist of Divisions with Colours, followed by a short display by the Unit Band. The presentation of Awards will then follow, with a mid-point break for refreshments. After the awards we will close the evening with Evening Colours.

We would be really pleased if you were able to accept this invitation, and request that you arrive at the Unit Headquarters for 1910hrs so that we can get everyone settled before

commencing at 1925hrs. Please do not hesitate to contact me if you require any further information.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'RH', with a horizontal line extending to the right.

Lt (SCC) Rachel Harris RNR
Commanding Officer
Portland Sea Cadets