



Dear Member

Confirmation of address and other membership details

Every time we send out an email to SRA members we have a large number of bounce backs presumably due to email address errors.

This is very frustrating for the office and more importantly it means we are not getting important information out to all members.

If you have NOT been receiving emails from the SRA office on average 2-3 a month, sometimes more, this means we do not have your correct email address.

The simplest way for you to provide us with this information is for you to email the office admin@the-sra.org.uk. Please insert into subject line 'member email address'. Similarly, if SRA News has been forwarded to you, please supply us with change of address details.

Payment of invoices

Please can you ensure when booking a place on a training course or other event, with a request to be invoiced, that you include a purchase order number (if your employer is paying the invoice). This will speed up payment and help keep down our admin costs.

Non renewal of membership

We would like to think everyone will renew their membership, but we know that some will not. If you receive a membership renewal notice and do not intend to renew, please send us a simple email to this effect. Again it will reduce the time spent on contacting you for no purpose.

Many thanks

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