

Dear Student:

We have not heard from you for some time. We know that addresses change, and things sometimes get lost in the mail, so we decided to get in touch with you and see where you are. Our records show the following.

We last sent you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please cut out the form below and send it to us to let us know what the situation is. If you wish, you may also let us know via phone (123-456-7890) or email (BibleFirstIsAwesome@example.com).

We appreciate your interest in studying the Bible. May God bless you!

Sincerely,

[leave blank for signature]

Me

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please check the appropriate box to let us know what your situation is:*

* I’m still working on Lesson \_\_\_\_\_, and I will send my Q&A booklet when I’m finished.
* I sent you the Q&A booklet for Lesson \_\_\_\_\_\_, but I have not received my next booklet.
* I lost my Q&A/Volume booklet. Please resend me the Q&A for Lesson \_\_\_\_\_ and/or Volume \_\_\_\_\_\_.
* I am no longer interested in this course. Please delete me from your mailing list. (If you check this box, you will no longer receive correspondence from us.)

*Send this form to the following address:*

Fred Jones, 1234 Anywhere Street, Nowheresville, Texas 12345