**Attachment A**

Below is an example, a draft, of a letter to be sent to members where we have lost contact.

[date]

[name]

[address]

[address]

Dear [name],

It has been a while since we last heard from you or seen you. We sincerely hope this letter finds you well and thriving.

In the process of working on our new online pictorial directory, we made several attempts to contact you but were unsuccessful. Presently, you are still in our database as an active participant of McKnight Crossings Church of Christ, and therefore in our directory.

If circumstances have kept you away, but you are still planning to pursue an active relationship with our church, please contact the office by calling (314) 962-7026 or emailing Dolores at dmiller@mcknightcrossings.org. Let us know specifically that you would like to maintain your active status.

On the other hand, if you have moved or changed situations and can no longer join us, feel free to respond to this letter and let us know. We would love to have an update on your family! Please note, however, that if we do not receive any response within the next few weeks, we will presume we should inactivate your status at McKnight Crossings Church and proceed accordingly.

We look forward to hearing from you soon.

Kindest Regards,

The McKnight Elders