

**[Sample Letter from Lapsation Committee.]**  
**– May be helpful to put the four questions on a separate sheet**  
**and include a self-addressed, stamped envelope. –**

August 1, (Year) / February 1, (Year)

Dear (First Name),

***A Request From the Lapsation Committee***

This request is mailed to you with but one thought — that of cooperation: cooperation between the Lapsation Committee and a Member who is subject to suspension on March 31.

Your Lodge Officers and this Committee are working on the theory that it is more important to keep our present Members than to replace them with new ones. We accept the fact that you joined the Order as evidence that you wish to retain your membership. The Lapsation Committee is offering its services to you as a medium through which some plan can be formulated to retain you as a Member.

With but one motive — that of cooperation — we have enclosed a questionnaire. We would appreciate your taking the time to fill it out and mail it to us in the enclosed stamped envelope. You have our assurance that all correspondence will be kept in the strictest confidence.

We hope you will receive this letter and questionnaire in the spirit in which it is sent, and that we may work together for the benefit of our great Order.

Sincerely,  
The Lapsation Committee  
(Name), Chairman