Dear (First Name),

It was with sincere regret that I received your request for an Absolute Dimit, which will place you on the inactive rolls. If there is anything I can do to correct any situation that you may have found displeasing, please let me know.

Quite possibly, your decision to become inactive has been reached simply because of your lack of time to attend meetings or utilize the club facilities. If this is the case, I appeal to you to reconsider; we need your continuing help in the furtherance of our Lodge’s charitable and community projects. Nationwide last year, the Elks contributed more than $140 million in charitable and philanthropic programs. Every Member of this organization helped achieve that figure. That should be a source of pride and satisfaction for all of us, but there’s still more work to do, more people who need our help. (First Name), even if you can’t be as active as you’d like to be, you’re still an important part of our team, and I sincerely hope you will decide to remain a Member of our Lodge.

I look forward to hearing from you in regard to the reason for your decision, and I am hopeful that we may continue to share with you the responsibilities and pleasures of membership in our great Order.

Sincerely,

(Name)

Exalted Ruler