

Worshipful brother John Doe 3rd
Lodge Charity Steward

Premier Lodge, No 00001
4a the High Street
Best town in Somerset
POST CODE

Dear Brother Doe 8th,

Firstly, please do let me once again take this opportunity to thank you for your regular contributions to the lodge charity chest over the last 3 years.

I wrote to you approximately 3 months ago to inform you that your regular payment is due to expire on 15 March 2019, and to ask if you would consider setting up a new direct debit in order to continue your payments, and as I haven't heard back from you I thought I would send this short letter to follow up.

Should you wish to setup a new regular donation, then as before, there two main options.

- 1) You can complete the enclosed direct debit form, hand it back to me, and I will ensure that the payment is setup
 - Additional copies of this form can be downloaded here → <https://mcf.org.uk/reliefchest/resources/>
- 2) You can apply online, at the MCF website, at this address → <https://mcf.org.uk/donate/>
 - Having arrived at the first page, please select "A Relief Chest" from the options, and then "Regular Donation".
 - You will be asked for a relief chest number, which is your lodge number, so 00001, and the rest of the form is self-explanatory.
 - You can at any time telephone the MCF at the number shown on the page should you have any enquiries.
 - If you do apply, would you be so kind as to let me know so that I can look for your contribution starting in the relief chest statements that I receive.

Should you need any assistance with either the paper or online form, please do not hesitate to contact me

I very much hope that you will setup a new direct debit, and I look forward to seeing you at the next meeting

Yours Fraternally

Worshipful brother John Doe 3rd
Lodge Charity Steward