



SAMPLE LETTER - Letter from Council when member has not requested to be excused.

Name of Fraternity
Secular Franciscan Order

Date

Minister's Mailing Address
Recipients Address

Dear name,

Peace be with you!

We have not seen you at our fraternity meetings in some time and are concerned about you. We want you to know that we care about you and all aspects of your well-being, and that is why we are sending this letter. Fraternal interaction is the means by which we can remain close as members of our Franciscan family*.

Is there something that is keeping you away from your brothers and sisters? Is there a way your council can help? Please contact us so we can learn how to assist you, for we want you to return to life with our community.

However, there are situations in one's life that prevents one from attending fraternity meetings for an extended period**. If you believe this to be the case with you, there is a process by which you can request to be excused. Please contact one of the council members for details on the process. Additionally, the region requires that we maintain the status of each member, and that we give them a yearly update on our members for record-keeping purposes. This is crucial information when we pay our yearly Fair Share Funds to the Region.

If you are unable to attend our meetings for two or more months, please, as a courtesy, contact your minister or any council member and let them know.

We look forward to hearing from you and, if possible, helping you to reconnect with your brothers and sisters.

Fraternally yours,

Council Members:

name (Minister)	phone	name (Vice Minister)	phone
name (Secretary)	phone	name (Treasurer)	phone
name (Formation Dir.)	phone	name (Spiritual Asst.)	phone

* [General Constitutions, Article 53.3]. [Rule of the SFO #24].

** [NAFRA Statutes, Article 18.7a].