

Bible First



Dear Student: _____

If you wish, feel free to put the student's name here.

We have not heard from you for some time. We know that addresses change, and things sometimes get lost in the mail, so we decided to get in touch with you and see where you are. Our records show the following.

Add the appropriate information (Volume 3, Q&A booklet for Lesson 5, etc)

We last sent you: _____

Please cut out the form below and send it to us to let us know what the situation is. If you wish, you may also let us know via phone (123-456-7890) or email (BibleFirstIsAwesome@example.com).

We appreciate your interest in studying the Bible. May God bless you!

Well, we think it's awesome. Although we might be just a teeny bit biased. :)

Sincerely,

[leave blank for signature]

Add your phone number and email. If you don't want your students contacting you via phone and/or email, just edit accordingly. That said, we strongly suggest listing an email address. After all, this is the 21st century. :)

Me

Delete text in brackets so you have a place to sign your name and type your name in place of "Me"

Name: _____

Phone/email: _____

Please check the appropriate box to let us know what your situation is:

- I'm still working on Lesson _____, and I will send my Q&A booklet when I'm finished.
- I sent you the Q&A booklet for Lesson _____, but I have not received my next booklet.
- I lost my Q&A Volume booklet. Please resend me the Q&A for Lesson _____ and/or Volume _____.
- I am no longer interested in this course. Please delete me from your mailing list. (If you check this box, you will no longer receive correspondence from us.)

Send this form to the following address:

Fred Jones, 1234 Anywhere Street, Nowheresville, Texas 12345

You may want to go ahead and put the student's name here. That way, if they forget to do it, and they mail the form back to you, you will know exactly who sent it.

Don't forget to put your address here. If you student tries to send it to this address, their mailman won't be very happy with them. :)