



**KNIGHTS OF COLUMBUS
MASSACHUSETTS STATE COUNCIL**

SAMPLE LETTER

USE COUNCIL STATIONERY

Date_____

Mr. John Doe
1162 USA Highway
Anywhere, USA 20214

Dear Brother Knight:

Re: Inactive Member

Our Council, with the assistance from the Membership committee staff is engaged in a program where we are reviewing our records on members who have been suspended for any variety of reasons.

We are writing to you with the hope that you will consider to re-enter the Knights of Columbus and have enclosed a Form 100 for you to complete and send back to the undersigned.

With the re-instatement, all past years dues will be forgiven. A \$7.50 charge for re-instated along with the payment of the current years dues which are_____ will put you back in good standing with the Council. We are interested in having you re-join us as the Knights of Columbus is a proud organization and we excel on one of the principles of our order and that is Charity.

I would ask that you call me should you have any questions. I hope to hear from you soon.

Fraternally,

Grand Knight

Cc: Council Files
District Deputy
Reinstatement file