November 15, 2009

Smith, Joseph and Josephine
123 Maple St
Mytown, UT 12345

Dear Joe and Josephine,

Please review the enclosed financial documents and compare them with your personal records. They should reflect contributions you have made through mid-November of this year, but not donations made to other wards, or directly to church headquarters. Please report any discrepancies to the bishop, ward clerk, or finance clerk. You will receive a final statement in January that can be used for tax purposes.

Donations can be recorded jointly between a husband and wife, or separately. If you would like to change the way your donations are being recorded, please make that known to the bishop or one of the clerks.

Items marked with an asterisk (*) are considered non-charitable amounts. These are usually amounts for which a good or service was offered. The most common in our ward are are the youth flag fundraising program and summer camp fees.

All families in the ward are encouraged to meet with the bishop sometime during the month of December for a tithing settlement interview, whether or not you have made any donations. A sign-up sheet is posted on the door of the clerk's office.

Enclosed, you will also find an Individual Ordinance Summary (IOS) for each person in your family that has their records in the Maple Leaf ward. It's important we keep these records accurate, so please report any errors to the ward clerk.

You can also use key information from the IOS document to access the ward's website for the first time. There are many useful things found there, including membership lists for the entire stake; ward and stake leadership information; ward and stake calendars; lesson schedules for upcoming Sunday School, Relief Society, and Priesthood meetings; and much more. Simply log onto www.lds.org/units and follow the instructions for a new user.

May the Lord bless you, and may the joy of remembering the Savior's birth fill your home during this Christmas season.

Sincerely,

Bishop Jones