November 15, 2009

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

Dear Joe and Josephine,

Enclosed, you will 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 our ward clerk, Brother Doright, at 555-1234.

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.

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, or you may contact Brother Davis at 555-6789 to schedule an appointment.

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