

**\*\*NOTICE OF INTENT TO RETAIN\*\***

March 16, 2015

Members name  
123 Main Place  
Huntington Beach, CA 92648-4269

Member #:  
Telephone #:

Dear Brother Member:

Our records indicate that you were recently contacted by our council's Retention Committee regarding your Knights of Columbus membership. As of this date, we have not yet heard from you relative to the matter of your delinquency as itemized below:

<u>Date</u>	<u>Assessment Type</u>	<u>Description</u>	<u>Amount</u>
12-17-2014	Dues Assessment		60.00
		<b>Total Due:</b>	<b>60.00</b>

We ask that you please forward the payment to the financial secretary as soon as possible. Checks should be made payable to ST MARYS BY THE SEA CO 14699 and sent to: P.O. Box 7665, Huntington Beach, CA 92615-7665. If payment is not received within the next 60 days, our council must proceed to change your "good standing" status to avoid financial loss from Supreme and state assessments. If you are an insurance member, although suspended, you will remain on record in an "inactive" status, as required by insurance regulations. If an associate member, our council will have no other alternative than to suspend you from membership.

However, it's still not too late to avoid a status change! Timely payment will assure your remaining a member in good standing. If you have any questions or comments, please do not hesitate to contact the grand knight.

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Hans J Anter, Grand Knight  
714-000-0000

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Lawrence A Lanza, Financial Secretary  
714-000-0000

Send to: Member

Copy & Mail to: Supreme Council