

[date]

[name of alumni]

[address]

[city, state, ZIP]

Dear [name],

Join us for the winter session of First Place for Health hosted by [name of church]. The 12-week session is scheduled to begin the week of [start date] and conclude on [end date]. Group meetings will be held on [day of week] at [list all times].

The information meeting for new members will be on [date] at [time] in the [location the meeting is to be held at the church] at [name of church]. Because you are an alumnus, it is not necessary for you to attend the information meeting, but if you would like to bring a friend who is new to First Place for Health, you are welcome to attend.

The alumni fee for this session is \$[fee amount], which includes your copy of this session's Bible study, *[list the name of the study]*. Please complete and return the enclosed pre-registration form with your check by [date].

Sincerely,

[your name]

[Title]