## Sample follow up email after phone call

As promised, here is the information we discussed when we talked earlier this week.  These cards and letters of support are such an important part of the retreat, and I appreciate your efforts to gather them!

Hopefully the men/women will not only receive separate cards, notes, or letters from spouses, children, parents and siblings, but also from other relatives and friends who are close to them.  It is not necessary that they be Catholic, just that they are a special person in her life.  Suggestions/ideas to include:

* How important he/she is to you
* Expressions of support/encouragement
* Tell him/her that you are praying for him/her
* Picture, Holy Card, or anything symbolic

Each letter should be in a separate envelope, **with first and last name on each one**. I would appreciate you putting a rubber band around all of them (it will make sorting them so much easier!)

As we discussed, there are three ways in which you can get them to me.

* If you live locally, drop them at the DESIGNATED DROP OFF.
* You can also mail them to me at my address below.
* Finally, you can email your letter or forward emails from other people. I will print them off.

Please do **not** mail them to the Parish Office!

We really hope to have all of the letters no later than **Friday, \_\_\_\_\_\_\_\_\_\_\_** (or earlier!!).  If that isn’t possible, Saturday in the DESIGNATED DROP OFF AREA will work also.

Attached is draft language that you may want to use or adapt to send out your requests to other family and friends.

I appreciate your efforts in obtaining these letters and keeping them a secret.  If you have any questions or if I can be of help to you, please don’t hesitate to contact me!

Thank you so much!

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_