May 2, 2011

«Addressee»

«Address1»

«Address2»

«Address3»

«City», «State» «Zip»

Dear «Salutation»:

According to our records, on **«DATE»** you requested that A.T. Still University ~ Kirksville College of Osteopathic Medicine code you as **«CODE»**. This letter is simply to verify that information.

Periodically, the Development Office surveys those who have requested not to be contacted in order to see if that is still their desire, and to make sure no one’s record has been coded in error. If it is your continued wish to not receive the above mentioned communications from the University, we will, of course, continue to honor your decision, and you need take no action.

If, on the other hand, your record was coded in error, or if you have reconsidered, we would very much like to keep you abreast of all activities and developments in the University community. If you wish to receive information, please return the enclosed reply form or contact me directly. You should also know that it is possible to restrict the types and/or methods of communications you receive from the University. I would welcome the opportunity to discuss the options with you.

Please contact me if you have any questions, concerns, or wish to discuss the matter further. I may be reached, toll free, at (866) 626-2878, extension 2180, or my e-mail address is: ccoin@atsu.edu.

Thank you for your time.

Sincerely,

Cheri L. Coin

Associate Director of Development

Enclosure