

*Time*

*To*

*Mail . . . .*

*Lasak Funeral Home*

176 SACANDAGA ROAD

SCOTIA, N. Y.

This folder has been prepared especially to direct attention to problems which may arise at the time of sending acknowledgments.

We deeply appreciate the confidence you have placed in us, and hope that these suggestions may prove helpful.



*A week to two weeks is plenty of time. Ten days is the average.*

*If leaving town, mail whenever convenient within two weeks.*

## TO WHOM

**Clergy** — A personal note, not a formal acknowledgment thanking him for their spiritual solace and help. If an honorarium or offering is being sent to a Church or Memorial Fund, it should be separate from the note written the attending Clergyman.

**Bearers** — (Including Honorary but not professional.) A note of thanks for their time and services can be written on inside of your acknowledgment folder.

**Close Friends and Neighbors** — Who performed personal services or work, usually so close, no formal acknowledgment is necessary. But if they sent flowers or live at a distance, then a personal note should be sent. Can be written on your acknowledgment folder.

**Letters** — Require a personal note but can be brief. Can be written on your acknowledgment folder.

**Telegrams** — From close friends who are away and have no time for a letter. Those also require a personal note on your acknowledgment folder. In case of death of prominent person, the hundreds of telegrams from political, business or other public figures an acknowledgment is sufficient. Notes not required.

**Flowers** — A personal note mentioning the piece they sent, written on inside of your acknowledgment is correct, but is not required. Multiple names on floral cards: When neighbors, fellow employees or associates form together and send a floral piece with names of all on the card, a personal note should be sent to the leader thanking all and a card to each name appearing on the floral card. Personal notes to all are not required but may be added if desired.

**Mass or Spiritual Bouquets** — If a specific date for the Mass is given, a personal note on inside of regular acknowledgment folder. Otherwise if no date is given, an acknowledgment is sufficient. A memorial prayer card may be enclosed to individuals.

**Condolence Cards** — If they are the greeting card type just signed by sender, an acknowledgment is sufficient. If a personal note is added, then write your personal thanks.

**Friends Who Call** — If a member of the family has met and thanked them, no further acknowledgment is necessary. Callers at a Funeral Chapel who have not been met and thanked by a member of the family may be thanked by a card if desired, but it is not required.

**Friends Who Volunteer Their Car and Services** — A personal note penned on regular acknowledgment is correct, but is not required, just the acknowledgment folder is sufficient. For any other expression of sympathy, follow same general rules as outlined above.

## AND HOW

*Dear Rev. Smith, We cannot thank you enough for your kindness and consoling help to Mother and to us who are left. You helped bring us strength to bear it and we shall never forget your kindness.*

RUTH and MARION MOORE

*Dear Bert, Thank you so much for your kindness in acting as a Bearer for Father. It was deeply appreciated.*

HELEN EASTMAN

*Dear Helen, We can never thank you enough for the long hours you put in and all your help and kindness. I will be able to express my feeling better when I see you soon, I hope. Thank you for everything.*

ELIZABETH

*Dear John, Thanks very much for your kind letter. The sympathy of our friends helped us all through this sad time. Thank you again.*

ELSIE HARMON

*Same as above for telegrams from close friends.*

*We all want to say "Thanks" for your beautiful roses. It was kind of you and they meant so much to all.*

ELLEN

*Thanks, Mary, for your Mass Card. We will be at St. Joseph's on the 29th to "Remember Mother."*

ANN

*Same as letter, if a note accompanies. If not, a regular acknowledgment card is sufficient.*

*Dear Frank, We were all sorry we missed you at the Chapel. Thanks very much for your call and message.*

FRANCES

*Thank you, John, for the use of your car. It was needed and very much appreciated.*

MARGARET