

HOW TO CONVERT YOUR LCOS-PROVIDED ENVELOPE FOR THE MAIL

Of the total amount of your check, write the amount you'd like to designate for operating expenses here.

The back of the envelope features a date stamp 'JAN 5 2020' and a meter number '21780'. There are two fields for designating amounts: 'CURRENT EXPENSES' with a '\$' symbol and a line, and 'OTHER' with '(SPECIFY)' and a line. A 'Name' field is located below these. At the bottom left is the LCOS logo, and at the bottom right is the church's address: 'LUTHERAN CHURCH OF OUR SAVIOUR, 9601 HULL STREET ROAD, RICHMOND, VA 23236-1418'.

To give to our COVID-19 Relief Fund, write "COVID-19 Relief" here, and the amount of your check that you'd like to designate here.

Put your return address here, handwritten or on a label.

The back of the envelope features the text 'LCOS: Proclaiming Christ' and a landscape illustration. At the bottom left is a 'From' field with three lines. At the bottom right is a box labeled 'STAMP'.

Put a first-class stamp here.

The front of the envelope features a return address label: 'From Lutheran Church of Our Saviour, 9601 Hull Street Road, North Chesterfield, VA 23236'. To the right is a postage stamp with an American flag and the text 'FOREVER / USA'. At the bottom left is the LCOS logo, and at the bottom right is the church's address: 'LUTHERAN CHURCH OF OUR SAVIOUR, 9601 HULL STREET ROAD, RICHMOND, VA 23236-1418'.

Close and seal your envelope with your check inside so that it looks like this, ready for the mail.