

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Attn: Pastor Name
Church Name
Address Line
City, State Zip Code

Re: Removal of Membership

Dear Pastor :

This letter is to inform you that I am officially removing my membership from Church Name because I am relocating to another state. I will be attending services in my new state of residence.

I truly appreciate the support that you and the congregation of Church Name have given me during my stay here and I will certainly keep in touch.

Sincerely,

N A M E