

CHURCH NAME

ADDRESS

CITY, STATE ZIP

E-MAIL: NAME@NAME.ORG

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

---

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

Date

Attn: Name, Minister of Music

Name of Church

Address Line

City, State Zip Code

Re: Invitation for Choir Performance

Dear Name:

The Church Name will hold its Annual Pastoral Appreciation Banquet on Date at p.m. We would like to invite your choir to perform at this very special occasion. If this date is feasible, please contact Name in order finalize all arrangements.

We look forward to your performance.

Sincerely,

The Church Name Pastoral Aide Committee