

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

Name

Address Line

City, State Zip Code

Dear Name:

We would like to take this opportunity to invite you back to Church Name. Your current membership is important to us and we seek to provide a caring and nurturing environment for you and your family.

If we can be of any further assistance, please do not hesitate to contact us.

Sincerely,

The Church Name Outreach Committee