

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 welcome you to our church family. We are excited about your decision to become a member of Church Name. Church Name is a family oriented ministry and we believe that you will find our host of programs and activities beneficial to building strong family relationships.

Currently, we are planning a New Members Welcome Luncheon. At the Luncheon, Pastor Name will officially welcome you to the congregation. You will receive more information concerning this event within the next two weeks.

Once again, we welcome you with open arms and if we can be of any further assistance, please do not hesitate to contact us.

Sincerely,

The Church Name Outreach Committee