

SAMPLE LETTER

Month, Date, 2016

«First_FNAME» «Last_Name»

«Address»

«City», «State» «Zip»

Dear «First Name»,

I trust this finds you well and you are continuing to grow spiritually at [Church Name]. Our church is blessed to have you as part of our local body of believers.

On Sunday, [Month, Date] during our morning worship services, I am going to be making a very special announcement regarding an evangelistic effort we are going to pursue to reach our friends, family, neighbors, and co-workers for Jesus Christ. This is going to be an exciting time for us and I hope you can make it a priority to attend.

God has great things in store for [church name] and this is only going to be the beginning of a long-term effort we will embark on together, in order, to make lasting impact for Jesus in our community.

Please let me know how I can pray for you and I look forward to seeing you soon.

For Christ,

Pastor [Name]