Date

Address Line 1

Address Line 2

Dear Members of *[CALLING CONGREGATION]*,

With this letter I am glad to officially acknowledge that I have received your Divine Call to serve as a teacher in your *[POSITION]*. I am honored and humbled by this opportunity to prayerfully deliberate how I may best serve in the Lord’s Kingdom at this time. I look forward to learning about the opportunities for ministry that the Lord has given to your congregation and school and how I might possibly serve along with you in advancing God’s Kingdom at *[CALLING CONGREGATION]*.

I value the information and input that your congregational leaders have for me. Please keep me in your prayers as well as my current congregation, *[CURRENT CONGREGATION]*, during this time of deliberation. I will keep your church and school in my prayers as well.

In Christ’s Service,

Name

Church

cc: District President Joel Zank

 District President *of calling congregation*

Commission on Lutheran Schools