Date

Address Line 1

Address Line 2

Dear Members of *[CALLING CONGREGATION]*,

 It has been such a privilege to learn about the gospel ministry taking place at your church and school. You are blessed to have many faithful and dedicated Christians committed to glorifying God with their service.

 After seeking the guidance of the Holy Spirit and my family, friends, colleagues, and congregation members here and at your congregation, I have decided to return the call to serve as the *[POSITION]* at your school. I have and will continue to keep your church and school in my thoughts and prayers. I am confident that God will use *[CALLING CONGREGATION]* to further the work of his kingdom, and I am looking forward to hearing what his plans for you are.

With Christian love,

Name

Church

cc: District President Joel Zank

 District President *of calling congregation*

Commission on Lutheran Schools