Date

Address Line 1

Address Line 2

Dear Members of *[CALLING CONGREGATION]*,

A few weeks ago the Lord used you to give me the distinct privilege of considering two opportunities for service to him. I have given serious and prayerful deliberation to the call you extended to me to serve as your pastor. It was a difficult and humbling process, but the Lord has certainly blessed me greatly through it.

After much prayer, Bible reading, communication with members of *[CALLING CONGREGATION]*, discussion with members at *[CURRENT CONGREGATION]* and brothers in the ministry, I have decided to accept the call you extended to me. I will be in contact with your leaders in the coming days to discuss moving plans and a tentative arrival date. Please keep me, my family and the congregation in *[CURRENT LOCATION]* in your prayers during this time of transition.

May the Lord continue to bless your work in his kingdom!

With Christian love,

Name

Church

cc: District President Joel Zank

 District President *of Calling Congregation*

 *Circuit Pastor*

 *Pastor or vacancy pastor serving calling congregation*