Date

Address Line 1

Address Line 2

Dear Members of *[CURRENT CONGREGATION]*,

With this letter I wish to officially acknowledge that I have received a call to serve as pastor at *[CALLING CONGREGATION]*.

Now, with humility and joy, I have the privilege of deliberating whether to serve the Lord in *[CALLING LOCATION]*, or to continue here in [*CURRENT CALL]*. I will be praying over and thinking through where the Lord would best use me as a shepherd of his people. Our congregation will be on my heart, just as the people at *[CALLING CONGREGATION]* will be on my heart, during this decision-making process.

I have a lot to think about these next few weeks! Please feel free to contact me by phone or email and help me reflect on the ministry of our congregation.

Jesus be with you!

Name

Church

cc: