Date

Address Line 1

Address Line 2

Dear Members of *[CALLING CONGREGATION]*,

With this letter I want to officially acknowledge that I have received a Divine Call to serve as a teacher in the *[POSITION]* at *[CALLING CONGREGATION]*. 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 *[CALLING CONGREGATION]* and reflecting on the opportunities for ministry we have right here at *[CURRENT CONGREGATION]*.

Please keep me in your prayers as well as *[CALLING CONGREGATION]* during this time of deliberation. Feel free to contact me by phone or email to help me reflect on the ministry of our congregation.

In Christ’s Service,

Name

Church

cc: