

**SAMPLE  
LETTER**  
SAMPLE  
LETTER

Date

Mr. Joe Smith  
2020 Dove Court  
Somewhere, PA 18333

Dear Joe,

Greetings in the wonderful name of our Savior and Lord Jesus Christ.

Our church board is conducting its annual review of our membership roll and we need your help. According to denominational membership guidelines, when any member moves away from his or her local church or stops attending services or fails to support the church financially without a reason acceptable to the board, after one year their membership may be discontinued.

Since you are affected by this requirement, I am contacting you on behalf of the church board to ask if there is any way we can help you. Your fellowship is important to us. Our top priority is to encourage your active discipleship and spiritual growth. We would be happy to counsel with you about personal circumstances or problems that may have led to your current situation. We may also be able to help by recommending a nearby Wesleyan church where you could transfer your membership and serve Christ more effectively, or by providing a letter of recommendation if you desire to unite with a church of another denomination.

Our next Local Board of Administration meeting is January 10. We will be completing this year's membership review at that time. Please return the enclosed response form or phone the church office as soon as possible. If you desire a pastoral visit to discuss any personal concerns or spiritual needs, I look forward to ministering to you in any way I can. Please call so that we can arrange a time to talk.

May God's best blessings fill your life as you follow Christ and seek to do His will.

Sincerely,

Pastor

# CHURCH MEMBERSHIP REVIEW RESPONSE

Member's Name: \_\_\_\_\_

**1. I REQUEST the following assistance from the Local Board of Administration:**

- A visit from the pastor to discuss my local church relationship.
- A letter of transfer—I wish to unite with another Wesleyan church located at the following address:

\_\_\_\_\_  
\_\_\_\_\_

- A letter of recommendation—I plan to unite with a church of another denomination.

**2. Please DISCONTINUE my membership for the following reason:**

- I wish to withdraw my membership voluntarily.
- I have joined another church or religious group.
- I do not intend to renew my attendance and/or support of the local church at this time.
- Comments: \_\_\_\_\_

**3. Please CONTINUE my name on the membership roll for the following reason:**

- I have not joined another church and will renew my attendance and/or financial support immediately at my local church.
- Other: \_\_\_\_\_

Member's Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Sample  
Sample

Please return your response to:  
Church Name & Address