

LETTER TO THE “FORMER” DISTRICT PRESIDENT

Dear President (name) :

As you know from my previous correspondence, I have received a call to (name) Lutheran Church in (city, state) . After careful and prayerful deliberation, I have been led to accept this call. My last Sunday in my present charge will be (date) . Soon after that, I will be leaving for my new duties.

Please transfer my membership to the (receiving) District. I am hoping to receive authorization to be installed on (date) .

Thank you for your assistance to me and for your concern for my ministry here. May the Lord continue to bless your service to the (name) District.

Yours in Christ,

 (signed)

cc: (former circuit visitor)

Reviewed September 2014