

LETTER TO THE “RECEIVING” DISTRICT PRESIDENT

Dear President (name) :

On (date) , 20 , I was called as pastor of (name) Lutheran Church of (city, state) . After careful and prayerful consideration, I have been led to accept this call.

I have notified my district president that I have accepted the call, and I have requested that my membership be transferred to the (receiving) District.

I plan to arrive at my new charge on (date) , and I request authorization to be installed so that I may begin my new duties there. Pending your approval, the date which has been set for the installation is (date) .

I look forward to serving at (church) and in the (name) District. You may depend on my support as we work together in the interests of the kingdom.

With you in His service,

 (signed)

c: (new circuit visitor)

Reviewed September 2014