DATE

ADDRESS

Dear NAME,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has/have been worshipping with us and have expressed a desire to unite with our fellowship.

They/She/He have requested a letter of transfer from your communion to the communion of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church. We appreciate your assistance in the matter and may God continue to bless your ministry.

Blessings,

SIGNATURE