DATE

ADDRESS

Dear NAME,

Please find enclosed a membership transfer for \_\_\_\_\_\_\_\_. We pray their faith journey at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ church will continue to fulfill their needs. Upon reception of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please mail back the certificate.

Blessings,

SIGNATURE

Enc. Certificate of Transfer