

[Church Name]  
[Church Address]  
[Church City, State, Zip]

[Date]

Dear Friends in Christ,

We had hoped to hear from you! Because you have not responded to the [Month] letter from the [Church Board] and because you have not participated in the life of the church for at least a year, your name has been removed from the active membership of [Church Name].

However!...Because our desire is to have you involved in the worship and ministry of the church, please know you can be restored to the membership roster at any time should you desire to become active.

A life of faith is certainly more than having your name on a membership list. It is about worshipping, studying God's Word, serving the name of Christ, and receiving the nourishment of Holy Communion. It's about gathering regularly with other sisters and brothers of the faith. That is what is important!

If and when you are ready to commit yourself to active involvement at [Church Name], it would be our joy to welcome you back into membership.

Please feel free to contact me should you have any questions. The doors of [Church Name] will always be open to you!

God Bless You,

[Pastor]  
[Church Name]