

**SAMPLE FORM LETTER FOR PASTORS TO USE IN NOTIFICATION TO "INACTIVE"  
CHURCH MEMBERS**

[Date]

Mr./Mrs. John J. Doe  
1000 Main Street  
Anytown, U.S.A. 90000

Dear Brother/Sister Doe:

Your home church cherishes you as a member of this fellowship. We have sought to mediate the privileges and blessings which we have in association together in the [Church Name]. The hallowed fellowship, the helpfulness, the watch care and counsel are very sacred and precious.

However, according to our records, you have been absent from religious services for at least six successive months, and have not responded to the encouragement to be active when possible. Therefore, the Church Board has placed your name on the roll of inactive membership on [date].

This action does not remove you from our prayers and concern. Any time you call we will seek to minister to you faithfully as the church has done in the past. Inactive members are not eligible to vote in church meetings or to hold church office, but we encourage you not to lose touch with the fellowship.

We believe things will change for you and you will be interested in becoming active in your church again. When that happens, you may request to be returned to the active roll, and upon reaffirmation of the vows of membership and renewed participation in the worship activities of this local church, this may be done. The Church Board will respond to such a request within 60 days.

May you feel God's grace and love and that of the love of your church family too.

Sincerely,

[Pastor]