

[Sample Letter to a Church Family Moving Away]
[Insert Church Letterhead]

[Insert Date Here]

[Recipient's Name]
[Recipient's Address]

Dear [Recipient's Name],
I greet you in the Name of our Lord and Savior, Jesus Christ.

I was saddened when I was informed recently that you and your precious family will be moving away from the area, and will no longer be able to attend [Church Name]. It has been a pure joy having you and your family as part of our church family here at [Church Name].

Let me be the first one to say that you and your family will be sorely missed by not just me but the entire congregation/church family here. I believe I can speak for everyone here when I say there is not one person that you and your family has not touched in a very loving way. However, I trust that God will go before you and your family and will richly bless you as you embark upon this new chapter in your lives.

Isaiah 45:2a states: "I will go before thee, and make the crooked places straight.

With Love,

(Signature)
[Insert Title of the Person Signing Letter]