

10 Church Letter Templates

These are complete letter templates for common church communications. Personalise the brackets and send.

~~LETTER 1~~ â WELCOME TO NEW MEMBER

Dear [Name],

On behalf of [Church Name], we warmly welcome you to our church family. We are so glad you have joined us.

Our church meets every [day] at [time] at [address]. We have the following ministries you may wish to join: [list ministries]. Please speak to [contact person] to get connected.

If you have any questions, do not hesitate to reach us at [phone/email]. We look forward to growing with you in faith.

In Christ, [Pastor Name] [Church Name]

~~LETTER 2~~ â CONDOLENCE LETTER

Dear [Name],

We write with deep sorrow to express our sincere condolences on the passing of [Name of Deceased]. We know that no words can ease the pain of such a loss, but we want you to know that you and your family are in our prayers.

Please do not hesitate to reach out if there is anything the church family can do to support you during this time. We are here for you.

With love and prayers, [Pastor Name] [Church Name]

~~LETTER 3~~ â BIRTHDAY GREETING

Dear [Name],

On behalf of [Church Name], we celebrate your birthday today! May this year be filled with God's blessings, good health, and great joy.

We are grateful to have you as part of our church family. You are a blessing to us all.

With joy, [Pastor Name] [Church Name]

~~LETTER 4~~ â MEETING / EVENT INVITATION

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Dear [Name/All Members],

You are warmly invited to [Event Name] on [Date] at [Time] at [Venue]. [One sentence about what the event is and why they should attend].

Kindly confirm your attendance by [Date] by calling [phone] or messaging us on WhatsApp.

We look forward to your presence.

God bless, [Church Name]

~~LETTER 5~~ RECOMMENDATION / REFERENCE LETTER

To Whom It May Concern,

This is to confirm that [Full Name] is a member in good standing of [Church Name]. [He/She/They] has been a member since [Year] and has participated actively in [ministries/roles].

We know [Name] to be a person of good character, integrity, and faith. We recommend [him/her/them] with confidence for [purpose of letter].

For verification, please contact us at [phone/email].

Sincerely, [Pastor Name] [Church Name] [Date]