

[Date]

Dear Session of [Receiving church, City/State],

I am writing to certify that [Member name] is a member in good standing of [Sending church], and is hereby dismissed to unite with [Receiving church]. It has been a blessing to have [Member name] in our congregation, and we trust he will be so to your congregation, also.

Thank you for your work of caring for the Lord's sheep in [Receiving church city]. May He richly bless your ministry.

Sincerely in Christ,

A handwritten signature in cursive script that reads "Brian Bailey". The signature is written in black ink and is positioned below the "Sincerely in Christ," text.

[Clerk of Session Name]
Clerk of Session
[Sending church]
[Sending church location]