

[Date]

Dear [Church member name],

We have been pleased to have you as a member of [Home church name]. We trust the body of believers here has been an asset to you as you follow the Lord. We have not, however, seen you in attendance in worship for [Elapsed time], now, and our understanding is that you've joined [NAME OF NEW CHURCH] in [LOCATION].

In our oversight of the membership roll of [Home church name], the session feels that it is not in the interest of our particular body to retain on the roll those who are no longer involved in our fellowship. For that reason, please be advised that we have removed your name(s) from our roll. We do so in the hope that the membership rolls of our church accurately reflect those who are receiving the church's care.

May God bless you as you stay close to Him and His people.

Sincerely in Christ,

[Clerk name]
Clerk of Session
[Home Church]