

[Date]

Dear [Member name],

On behalf of the [Church name] Board of Elders, I am writing to ask about your membership status in your new area. We miss you! It's also our hope that, since your move, you've continued to be faithful in attending worship at a church.

With this in mind, would you help us by letting us know of your status? If you've found another church there and committed yourself to joining with them, please let us know so we may update our roll. Or, if you need help finding a church in your area, let us know, and we will try to help. You can reach me at [Clerk email] You are also welcome to contact the church office, at [Church office email].

Sincerely in Christ,

[Clerk signature]

[Clerk name]
Clerk of Session
[Church name]