

[Date]

Dear [Member name],

On behalf of the [Church name] Board of Elders, I am writing to ask about your membership status at [Church name]. We have been missing your presence among us here for some time now, and so are wondering if perhaps you have found another church home.

As you know, there are some commands in Scripture that can only be fulfilled in the context of regular, personal interaction. Without your presence among us, it is impossible for either you or us to follow the mandate of Scripture to “bear each other’s burdens, and so fulfill the law of Christ.” (Gal. 6:2). We need you even as you need us, and these are part of the obligations that both we and you agreed to in your membership vows.

With this in mind, we ask that you respond to this request in accordance with your vows, and let us know of your current church status. We’d be delighted to see you again among us, worshipping the living God. Or, if you have found another church home, we will be happy to transfer you. You can reach me at [Clerk email]. You are also welcome to contact the church office.

Sincerely in Christ,

[Clerk signature]

[Clerk name]  
Clerk of Session  
[Church name]