

[Date]

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

I am writing to certify that [Member name] has been received into membership here at [Sending church]. Thank you for your care for [Member name], and granting us the privilege of continuing this care for him in the days ahead.

Thank you for your work of caring for the Lord's sheep in [Sending 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
[Receiving church]
[Receiving church location]