

SAMPLE--Request for Letter of Transfer

For Presbyterian churches, address the letter to the clerk of session. Addresses of Presbyterian churches can be found online at www.pcusa.org. For churches other than Presbyterian, address the letter to Membership Secretary.

Include full names and family relationships where appropriate. Use Mary Smith Jones and Robert F. Jones rather than Mr. & Mrs. R. F. Jones. Use William Lopez and his daughter Alice rather than William and Alice Lopez.

CHURCH LETTERHEAD

Date

(inside address)

Dear:

Mary Smith Jones and Robert F. Jones have met with our session and expressed their desire to unite with First Presbyterian Church by transfer of letter from your church. Will you please issue the necessary transfer paper at your earliest convenience? Thank you.

Mary and Bob have been attending regularly and have already become active in the Sunday School program and the Dinners for Eight group. We are fortunate to have them join our fellowship.

Sincerely yours,

[your name]

Clerk of Session

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CHURCH LETTERHEAD

Date

(inside address)

Dear:

Mary Smith Jones and Robert F. Jones have met with our session and expressed their desire to unite with First Presbyterian Church by transfer of letter from our church, First Presbyterian Church, Anywhere, IA. Will you please issue the necessary transfer paper at your earliest convenience when they are received into membership? Thank you.

Mary and Bob have been active in the Sunday School program and the Dinners for Eight group. We know they will find a means to be equally active in service within your church community. We ask God's blessings as they join your church's fellowship.

Sincerely yours,

[your name]

Clerk of Session