

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Church Name]
[Church Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inform you of an important transition in our church leadership. As of [date], [Incoming Leader's Name] will be taking over the role of [Position] from [Outgoing Leader's Name]. This transition is a significant step for our congregation, and I am confident that [Incoming Leader's Name] will lead us with grace and wisdom.

[Brief paragraph about the outgoing leader's contributions and achievements.]

[Brief paragraph about the incoming leader's background and vision for the church.]

We will be hosting a farewell gathering for [Outgoing Leader's Name] on [date], and we invite all members of the congregation to join in acknowledging their service. Additionally, a welcoming event for [Incoming Leader's Name] will take place on [date], allowing us to embrace the new leadership together.

Thank you for your continued support and devotion to our church community. Please feel free to reach out with any questions or concerns during this transition.

Blessings,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]