

[Your Congregation Letterhead]

[Date]

[Recipient Name]

[Recipient Congregation Name]

[Recipient Address]

Dear [Recipient Name/Individual or Congregation],

Subject: Inter-Congregational Communication

We hope this letter finds you well.

[Introduce the purpose of the communication, e.g., "We are writing to share information regarding..."].

[Provide details about the specific matter, event, or subject].

We appreciate your collaboration and look forward to your response.

Warm regards,

[Your Name]

[Your Position]

[Your Congregation Name]

[Contact Information]