

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Church Name]  
[Church Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Sermon Notes on [Sermon Title]  
I hope this letter finds you well. Below are my notes from the sermon titled "[Sermon Title]" based on the King James Version (KJV) of the Bible, delivered on [Date of Sermon].  
\*\*Scripture Reference:\*\*  
[Include the specific scripture passage here, e.g., John 3:16]  
\*\*Main Points:\*\*  
1. [Main Point 1]  
- Supporting Verse: [Related Verse]  
- Explanation: [Brief explanation]  
2. [Main Point 2]  
- Supporting Verse: [Related Verse]  
- Explanation: [Brief explanation]  
3. [Main Point 3]  
- Supporting Verse: [Related Verse]  
- Explanation: [Brief explanation]  
\*\*Key Takeaways:\*\*  
- [Takeaway 1]  
- [Takeaway 2]  
- [Takeaway 3]  
\*\*Personal Reflection:\*\*  
[Brief personal thoughts about the sermon or how it impacted you]  
Thank you for your time and for the impactful message.  
Blessings,  
[Your Name]