

[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]