

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
Subject: Sermon Outline - [Sermon Title]  
\*\*I. Introduction\*\*  
A. Opening Scripture: [Bible Verse]  
B. Purpose of the Sermon: [Brief description]  
\*\*II. Main Points\*\*  
A. Point 1: [Title of Point 1]  
1. Supporting Scripture: [Bible Verse]  
2. Explanation: [Details of Point 1]  
B. Point 2: [Title of Point 2]  
1. Supporting Scripture: [Bible Verse]  
2. Explanation: [Details of Point 2]  
C. Point 3: [Title of Point 3]  
1. Supporting Scripture: [Bible Verse]  
2. Explanation: [Details of Point 3]  
\*\*III. Conclusion\*\*  
A. Summary of Main Points  
B. Call to Action: [Encouragement or Challenge]  
C. Closing Prayer  
Sincerely,  
[Your Name]  
[Your Title/Position]