

[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 Preparation on [Sermon Topic]

Grace and peace be unto you from God our Father and the Lord Jesus Christ.

I pray this letter finds you in good health and high spirits. I am writing to share my sermon preparation for our upcoming service on [date]. The focus of my message will be [Sermon Topic], drawn from [Bible Passage/Verse].

Outline of Sermon:

1. Introduction
 - Brief opening statement related to the topic
2. Key Scripture
 - Read and discuss [specific verses]
3. Main Points
 - Point 1: [Description and supporting scripture]
 - Point 2: [Description and supporting scripture]
 - Point 3: [Description and supporting scripture]
4. Conclusion
 - Summary and call to action

I encourage you to pray for guidance and inspiration as we prepare for this important message. Should you have any insights or suggestions, please feel free to share them with me.

Thank you for your support and partnership in the Gospel. I look forward to our worship together.

In Christ,

[Your Name]
[Your Title/Position]
[Your Church/Organization]