

[Your Name]
[Your Title]
[Church Address]
[City, State, Zip Code]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to extend a call to you to serve in the capacity of [Position/Calling] in the [Organization/Department] of [Ward/Branch Name]. We feel that you have the talents and abilities that will greatly benefit our community, and we hope that you will accept this call.

Your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We encourage you to pray about this calling and consider how you can best fulfill the expectations of this position. Your contributions will make a significant impact on our ward/branch and the lives of those we serve.

Please let us know your decision by [Response Date]. We are grateful for your dedication to serving in our church and look forward to working with you.

Warm regards,

[Your Name]
[Your Position]
[Contact Information]