

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

We are pleased to extend a calling assignment to you as [position, e.g., "Primary Teacher," "Young Men's Advisor," etc.] in the [specific ward or stake name]. This calling is an opportunity to serve and uplift others in our community.

Your responsibilities will include:

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

We believe that you are well-suited for this calling and trust that you will fulfill it with dedication and faith. If you have any questions regarding this assignment, please feel free to reach out.

We look forward to your service in this important role.

With warm regards,

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