

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Church Name]
[Church Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my excitement about the opportunity to serve in the upcoming teaching assignment within our ward.

I have been assigned to teach [specific class or topic] on [date(s)]. I want to ensure that I prepare adequately and meet the needs of the class. If you have any resources or specific guidelines you would like me to follow, please let me know.

Additionally, I am looking forward to collaborating with fellow teachers and learning from their experiences. I believe that together we can create a meaningful learning environment for our members.

Thank you for your support and guidance. I am committed to doing my best in this calling and helping our members grow in their faith.

Warm regards,

[Your Name]
[Your Calling/Position]
[Church Name]