

# SAMPLE LETTER

## Church Letter

This is a sample letter you can give a school to duplicate. The italicized areas must be completed.

**This letter MUST BE ON LETTERHEAD from the church.**

Church Name

123 Street Name

City, ST Zip Code

Phone Number

Date: xx/xx/xxxx

RE: Child's Name

To Whom It May Concern:

Church records show that Child's Name is a member of our congregation at Name of Church and lives with her Relationship to Child at 123 Street Name, City, ST Zip Code from date to the present.

If you have any questions you may call us at Telephone Number.

Thank you,

First Name, Last Name

Pastor/ Rabbi/ Minister