

Sample Second Letter (Different Direction)

Write on church stationery, if possible

(date)

(name)

(address)

(city, state, zip)

Dear (Rev., Dr., Mr., Mrs., Ms. last name):

As we continue to seek God's will regarding our new (*pastor* or *staff member*), God is leading us to consider someone else at this time.

Although we are no longer considering you for this position, we will pray for you as you continue in your present place of ministry.

Yours in Christ,

(name)

(position on search committee)