

**Sample Third Letter**  
Write on church stationary, if possible

*(date)*

*(name)*

*(address)*

*(city, state, zip)*

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

God has lead our church to confirm the call of *(title, full name)* as our new *(pastor or staff member)*. He will begin his ministry with us on *(date)*.

Thank you for allowing us to have considered you in this process. Be assured of our prayers for you as you continue in your present place of ministry.

Yours in Christ,

*(name)*

*(position on search committee)*