

Dear _____ (name of church)

I am formally requesting that my church membership be transferred to Pathway Church, mailing address, PO Box 62, St. John, IN 46373.

I wish to thank you for your years of spiritual service. Some of my favorite memories include _____. I will cherish all the ways that God used you to help me to better serve the Lord.

If you are not able to send formal membership papers to my new church home, will you please let me know ASAP so I can make appropriate arrangements with Pathway.

I will continue to pray for _____ church. While we will no longer worship together weekly, my heart still longs for God to bless and keep you.

In Christ

(name, address, phone)"