

## Church Letterhead

Date:

*Church name (new member candidate is coming from)*

*Address*

*City*

Dear Clerk of Session,

Mr. and Mrs. Xxx have been attending worship services at our church for xx months after their move into our area. As they feel at home here they have asked to transfer their membership to xxx Presbyterian Church, xxx, CA, 91xxx as soon as possible.

Would you be so kind as to process a transfer of membership for Mr. and Mrs. Xxx as soon as you can do so? Would you then communicate with me that date so that I may complete the transfer on my side as soon as I can?

Thank you for your assistance in this matter.

Sincerely,

Xxxxx xxxxx,  
Clerk of Session

## Church Letterhead

Date:

*Church name (new member candidate is going to)*

*Address*

*City*

Dear Clerk of Session,

I received a request from you to transfer the membership of Mr. and Mrs. Xxx to your church a short time ago. I took your request to the Session on xxx and the Session approved their transfer that day. We will remove them from our rolls.

Mr. and Mrs. Xxx were a blessing to our congregation while they lived in our area of the country. We were sorry to see them move out of the area and have missed them already. I am sure they will be a blessing to your congregation.

Sincerely,

Xxxx xxxxx,  
Clerk of Session