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Joe Schmoe

123 Any Street
Anywhere, WI 12345
(123) 456-7890
Email address

4th September 20XX

Pastor Dara Clifford

% Jeanne Jerks
PO Box 655
Appleton, WI 54912-0655

Pastor Dara Clifford,

We at Resurrection Lutheran Church in Anywhere, WI would like to recommend Jane Doe as a candidate for the Synod’s SAM program. The council has voted and confirmed this decision on behalf of this congregation.

We are excited to present Jane for this program due to her gifts for ministry in the areas of teaching and visitation. We have spoken with her and have received her consent to reach out to you in this matter.

As you know, our church has been without a pastor for 2 years, and we are in need of someone to preach, administer the sacraments, and do some visitation and teaching as we continue to discern what the future holds for us. We feel that Jane’s gifts match our current needs at this time.

Jane may be reached by cell at: (715) 111-2222, or by email at janedoe@gmail.com.

Sincerely,

Joe Schmoe

Council President

Jane Doe

SAM candidate