

## Request For Church Letter (PLEASE PRINT CLEARLY)

Member Name: \_\_\_\_\_

Children's Name: \_\_\_\_\_

Member Address: \_\_\_\_\_

Primary #: \_\_\_\_\_ Email: \_\_\_\_\_

Deacons Name: \_\_\_\_\_ District Number: \_\_\_\_\_

\*Is there a presentation requested?  Yes  No If **yes**, this form must be submitted to your deacon.

If yes, what date and which service: \_\_\_\_\_

If no, and you do not have a new church home; how would you like to receive your letter?

- Deacon  Email
- Mail (to address above or list new address under comments below)
- Pick-up from Receptionist (Monday – Thursday 9:00 a.m. -6:00 p.m.)

If no, and you do have a new church home; list the church information and the letter will be mailed.

New Church's Name: \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Church's Address: \_\_\_\_\_

Reason for leaving Hopewell and any additional comments:

This request will change the membership status to inactive for all family members, unless noted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Deacon's Signature/Date: \_\_\_\_\_

\*Note: The Request for Church Letter form should be submitted to the Executive Secretary at least **ten days prior** to departure.