

**SAMPLE**

Date

\_\_\_\_\_, Clerk of Session  
\_\_\_\_\_ Presbyterian Church

Address

Address

Dear \_\_\_\_\_ :

Just a note to thank you and your Session for the courtesy extended to \_\_\_\_\_ and myself \_\_\_\_\_ evening. We thoroughly enjoyed meeting with you and learning more about the many exciting things happening at \_\_\_\_\_. We were truly impressed.

It was good to hear your elders talk so enthusiastically about \_\_\_\_\_. Their energy was real and it rubbed off on both of us.

\_\_\_\_\_ and I plan to bring your suggestion on \_\_\_\_\_ to the staff and \_\_\_\_\_.

In the meantime, best wishes to the Session and Pastor \_\_\_\_\_ on your continued good work. We trust you will find the opportunities plentiful and the results outstanding.

Please let us know if, at any time, we can be of help and thanks again for being so gracious.

Yours in Christ,