*Name of Church, Parish*

Name of Reverend or other church officer

Address of Church

Contact Telephone and Email address

[INSERT LOGO OR PHOTO]

Dear Friends / First name if known

Invitation to [event] [date]

I have the pleasure of writing on behalf of [Church] to invite you to [Title of Event on Date at Time in Venue].

This special event will launch our new Parish Vision and will also provide the opportunity to say ‘Thank You’ for all the support so generously given to [Church] in the past.

This generous support of time, talents and funds has meant that, as a church, we have been able to …Insert text about outreach work in the Community / work completed over past 5 – 10 years.

Perhaps you come to services at [Church] or have been to the Church at Christmas or Harvest, or for a Wedding or other special Service. Maybe you just live in [Parish] and see the Church building as you pass by. Whatever your reasons for valuing your Parish Church, please come and join us at the [Launch Event].

During the [Event] we shall explain our Parish Vision and how we plan develop and grow in the years to come. We shall also outline the support [Church] needs to achieve this. *Nobody will be asked to make any decisions about how they might support and/or donate at the even*t, just to think over what they have heard and consider how they might help. A supportive response can make a real difference to the ministry, which [Church], can offer to our community.

Please keep your enclosed invitation card as a reminder of the [Event] date, but it would be most helpful if you could return your **Reply Card** to [Church] or to the return address printed on the Reply Card by the RSVP date dd/mm/yyyy indicating whether you are able to attend.

We do hope that you will be able to attend and can promise each one of you a very warm welcome to what will be a most enjoyable occasion.

With best wishes,

Signature

Name of Reverend or other church officer