

## Sample Second Letter (Top Group)

Write on church stationery, if possible

*(date)*

*(name)*

*(address)*

*(city, state, zip)*

Dear *(Rev., Dr., Mr., Mrs., Ms. last name)*:

As we continue to seek God's will regarding our new *(pastor or staff member)*, God has lead us to place your name in our top group of names for consideration.

Thank you for allowing us to consider you in this process. At the appropriate time in the future, you will hear from us again.

Continue to pray with us that we will seek, find, and follow God's will in this matter.

Yours in Christ,

*(name)*

*(position on search committee)*