

# Congregation Membership Adjustment

Date: [Insert Date]

To: [Member's Name]

Address: [Member's Address]

Dear [Member's Name],

We hope this letter finds you well. We are reaching out to inform you of an adjustment in your membership status with [Congregation Name]. After careful consideration and with a spirit of understanding, we have made the decision to [describe the adjustment, e.g., transfer, resignation, etc.].

This adjustment is effective as of [Effective Date]. We appreciate your contributions and involvement in our community during your time with us. Should you wish to discuss this change or require further clarification, please do not hesitate to reach out to [Contact Person] at [Contact Information].

Thank you for your understanding and support.

Blessings,

[Your Name]

[Your Title]

[Congregation Name]

[Contact Information]