

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Position]

[Church/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request urgent pastoral counseling assistance due to [briefly explain your situation or need for counseling].

I believe that your guidance and support could be instrumental in helping me navigate through this challenging time. I would greatly appreciate the opportunity to meet at your earliest convenience for a counseling session.

Please let me know your available times, and I will do my best to adjust my schedule accordingly. Thank you very much for your attention to this matter.

Sincerely,

[Your Name]