

Dear [Recipient's Name],

We hope this letter finds you in good health and high spirits. As you may be aware, our church community is considering plans for expanding our facilities to better serve our members and the local community.

We value your opinion and would like to request your feedback on our proposed expansion plans. Your insights are invaluable in ensuring that our decisions reflect the needs and desires of our congregation.

Please find attached a summary of the proposed changes, including our vision for the expanded space and the anticipated benefits for our community.

We would appreciate it if you could take some time to review the materials and share your thoughts. Feel free to respond via email or join us for an upcoming meeting on [Date] where we will discuss the plans further.

Thank you for your continued support and involvement in our church. We look forward to hearing from you!

Sincerely,

[Your Name]
[Your Position]
[Church Name]
[Contact Information]