

On Church Official Letterhead

Date

Dear.....,

I am writing this letter as the pastor of the (Church name) Seventh-day Adventist Church. I have been in the church for three and half years and have been asking for the whereabouts of those who have fellowshiped and blessed other members in the past. From this came your name. Certainly, somebody remembers your name and prays for you regularly.

I know from my experience that as a church we may have, in the past, done some things, said some things or made some decisions which may have hurt you so deeply. Sometimes in our best attempts to even do well, it turns out to be a mistake and not the best.

I understand that occasionally some actions and decisions inadvertently pushed over the wounded. Not because we are perfect but because we too are sinners in need of the mercies of our Savior Jesus Christ. Our actions may have alienated some people like you. There are other times, situations in life cause members to be unable to be active in the activities of the church.

(Name of individual), I am writing this letter to apologize for whatever the church or an individual may have done to hurt or to cause you to be inactive in our church. Please forgive us and give us another chance and I trust that by God's grace we will do our best. We want to share the loving grace and blessings of our Savior with you.

The good news is that God is always pursuing the broken, hurting, sinful people. He says "Listen! I am standing at the door and knocking! If anyone hears my voice and opens the door I will come into his home and share a meal with him, and he with me." Revelation 3:19

I know that you love the Lord and love your church. We are still here at **(Church address)** and our phone number is **(Church Phone number)**

I make it a priority to listen and respond to every suggestion or concern from our members and former members as well. I will be happy if you could drop us a note as your response to this letter or leave us a message at the church's answering machine.

Should you wish to speak personally with me on this matter, I will be more than willing to do so. My home phone number is (Phone Number)

Thank you in advance.

Sincerely

(Church Pastor)