

**Hometown church of Christ  
1122 Street  
Town, State 00000**

January 1, 2011

*[Insert Name]*

*[Insert Address Line 1]*

*[Insert Address Line 2]*

Re: Hometown church of Christ Pulpit Minister Position

Dear *[Insert Name]*:

On behalf of the Search and Interview committee, I want to thank you for your interest in the Pulpit Minister position at the Hometown church of Christ. Unfortunately after carefully reviewing your qualifications and conducting a phone interview with you we have determined that your resume and qualifications are not compatible with the criteria set forth by our eldership for the pulpit position of the Hometown church of Christ. We understand the importance of confidentiality and assure you your time spent with us will remain confidential.

We are excited about the opportunities we have ahead of us at the Hometown church of Christ and we trust that God has great plans for you as well. Thank you again for your interest.

With Highest Regard,

*[Signature of Committee Member]*

*[Insert Name of Committee Member]*

On Behalf of the Search Committee