

**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 being considered for the Pulpit Minister position at the Hometown church of Christ. We will be reviewing your resume and qualifications to determine if there is a genuine interest in speaking with you further. If so, a member of the Search Committee will be in touch with you via telephone to set up a phone interview. We understand the importance of confidentiality and assure you your resume 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