

<insert date>

<insert name>

<insert address>

Dear <insert name>,

Greetings in the name of our Lord and Savior, Jesus Christ! I'm writing to tell you about a special event coming up at our church.

In two weeks, we will celebrate **Legacy Sunday**. During this service, we'll focus on stewardship and learn about how to leave a lasting legacy for the Lord.

You will learn about creative ways you can support our ministry besides giving money directly to the church. We will receive our regular tithes and offerings on this day; however, a special offering **will not** be taken. All you need to do is come prepared to listen!

Please contact me at <insert phone number> if you have any questions about this upcoming event.

Blessings,

<insert your name>