Shape

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Date

Recipient's Name

Recipient's Address

Dear [Recipient's Name],

We are so happy you have chosen to spend time at our church. New members bring a unique energy and perspective to our congregation and help us grow in size and ideas.

On [date of event] we are holding a [name of event] at [time and location of event] and would love if you and your family or other guests would join us. This event [describe the event] is especially for new members to allow them to meet other members of our church as well as our church leaders.

Please RSVP by [date] to [name of the person receiving RSVP] at [contact person's phone number and/or email].

We hope to see you there!

[Your signature]

[Your name]