

SAMPLE LETTER TO HONOREE ON YOUR LETTER HEAD

Date _____

Address _____

Dear _____:



Entrepreneurs Award of Distinction

Christian greetings and salutations.

I write to introduce the United Pentecostal Church International and one of many programs intended to celebrate and publicly recognize those within our community, who have given excellent service to our citizens and residents.

In light of this, _____ (name of your church), a member of the United Pentecostal Church is organizing to honor several entrepreneurs within the surrounding communities of our assembly. These men and women include innovators, business owners or startup founders of companies with five years or greater experience that have demonstrated leadership ability to serve as role models and have contributed to the standard of living and economic development within our communities.

Further to the aforementioned, it is our delight to announce that you have been nominated by either a family/community member or friend to be honored and cordially invite you to be in our service as one of the honorees.

This event will be held on Sunday, September 8, 2019 at _____ A.M. (time) at _____ (name of your church and address). Please note that you can extend an invitation to your family, friends and colleagues to join in the celebration as we honor you. Other special guests will include our Mayor, Senators, City Representatives and distinguished leaders from across industries and service areas.

Please confirm your acceptance of this invitation by completing the enclosed form and email to _____ (your email address) or mail to _____ (your church address) on or before _____ (date). In addition, kindly indicate on the form who will be attending this event with you. There is no limit on how many you may invite.

For further information you may contact our church office at _____ (telephone number) or visit www.appreciationsunday.com.

We look forward to your favorable response as we celebrate "Entrepreneurs Award of Distinction." May God continue to richly bless you and your family.

Yours truly,

Name of your pastor