

SAMPLE FOLLOW UP LETTER TO HONOREES ON YOUR LETTER HEAD

Date _____

Church Name Here _____

Address Here _____



Dear _____ (name of prospective honoree)

Entrepreneurs Award of Distinction

Christian greetings.

Thank you for accepting our invitation to be honored at our Entrepreneurs Award of Distinction Appreciation Ceremony on _____ (date).

We would like to remind you that your family, loved ones, friends and associates are more than welcome to share in this iconic day with you. We would be delighted to send them a personal invite and ask that you kindly submit the names, contact numbers and email addresses/home addresses to us by _____ (date) in order for us to notify them duly on your behalf of the momentous day.

Please submit the names of those individuals on or before _____(date).

Again, thank you for accepting our invitation and we look forward to celebrate with you on _____ (date of event) and wish you all the best in your future endeavors.

Sincerely,

(The pastor's name)