

## **SAMPLE LETTER TO MAYOR/GOVERNOR ON YOUR LETTER HEAD**

Date: \_\_\_\_\_

Mayor/Governor's 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; and to invite you to be an integral part of this celebration scheduled for \_\_\_\_\_ (day and date) at \_\_\_\_\_ (time).

The United Pentecostal Church International (UPCI) of North America is a body of Christian Churches throughout the United States, Canada, the United Kingdom, and the Caribbean; with more than 8,500 Local Assemblies and in excess of 2,000,000 registered members in North America and Canada. The UPCI established an "Appreciation Sunday" in September 2016 to celebrate those who have distinguished themselves in their chosen fields and have given selfless service to our community. The inaugural service held in 2016 honored First Responders (Police, Firefighters, and Emergency Management Technicians). In 2017 we were also privileged to honor several Educators and Healthcare Professionals. These events have been remarkable across the UPCI churches and their communities nationwide.

\_\_\_\_\_ (name of your church), a member of the United Pentecostal Church International will host this year's Appreciation Service on Sunday, \_\_\_\_\_ (date of your event) at \_\_\_\_\_ (time). In this Awards Service, an estimated 75 entrepreneurs throughout \_\_\_\_\_ (name of your City) will be honored. These men and women will include innovators, business owners or startup founders of companies with five years or greater experience that have made significant contributions to the standard of living, economic development and have served as role models within our communities.

As the \_\_\_\_\_ (name of your Mayor/President), we hereby extend a formal invitation to you, to be one of our special guests at "Appreciation Sunday 2019." Other special invited guests will include our Mayor, Senators, City representatives and distinguished leaders from across several industries and service areas.

For further information and to confirm your attendance and participation, we would appreciate your representative contacting our church office at \_\_\_\_\_ (your telephone number) or email (your email address).

We look forward to your favorable response, as we partner to celebrate our "Entrepreneurs Award of Distinction."

Yours sincerely,

\_\_\_\_\_  
Pastor's name