

SAMPLE LETTER TO COMMUNITY LEADER OR MEMBER ON YOUR LETTER HEAD

Date _____

Community Leader/Member

Dear Sir/Madam:



Entrepreneurs Award of Distinction

The United Pentecostal Church International (UPCI) of North America established an "Appreciation Sunday" in September 2016 to build stronger communities through appreciation and participation. The initiative aims to honor public servants who have distinguished themselves in service to their communities. The inaugural services held in 2016, 2017 and 2018 honored First Responders (Police, Firefighters, and Emergency Management Technicians), Educators and Healthcare Professionals respectively, for their sacrifice. The outreach effort was a huge success across the UPCI churches and their communities nationwide. Over the next several years, honorees for Appreciation Sunday will include military personnel, outstanding students and transit workers to name a few.

_____ (name of your church), a member of the United Pentecostal Church International, will host this year's Appreciation Sunday on _____, 2019 (date of your event). In this Awards Service, an estimated 75 entrepreneurs throughout _____ (name of your City) will be honored.

As a community leader, we invite you to nominate an entrepreneur in your community who is most deserving of such award to be honored on _____, 2019 (date) at _____ am (time). This event will be held at _____ (name of your church and address) The nominee must currently:

- be an innovator, business owner or startup founder of a company
- make significant contributions to the standard of living and economic development of your community
- have a minimum of five years or greater experience as an entrepreneur and
- demonstrate leadership to effect change as an entrepreneur

While all of these qualifications are considered, most important are the impact they have made in contributing to the standard of living, economic development and the ability to serve as role models within our communities.

Please complete the enclosed Nomination Form and return to _____ (your fax number). You may also scan and email the completed form _____ (your preferred email address) no later than _____ 2019 (date to receive nomination form).

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

We look forward to honor you and your nominee as we salute our "Entrepreneur Award of Distinction."

Yours truly,

pastor's name