[SAMPLE LETTER FOR LOCAL CHURCH RECOMMENDATION OF MINISTERIAL STUDENT]

Date

Dr. Joseph W. Jennings
4669 Pinecrest Terrace
Eden, New York 14057

Dear Dr. Jennings:

This certifies that:

Student's Name
Address
Phone Number(s)
Email Address

is a covenant member in good standing of (Church Name) and is hereby recommended by the Local Board of Administration to the Western New York District of the Wesleyan Church as having the graces, gifts, usefulness and other qualifications necessary for district authorization as a Ministerial Student. By order and in behalf of the Local Board of Administration of (Church Name), this (date) day of (month), (year).

Pastor's Signature

Local Church Secretary's Signature

cc:
Mrs. Mary Selden,
DBMD Coordinator
7263 Ellicott Road
Orchard Park, NY 14127