### Sample Letter - Invitation to Legacy Luncheon

**(Responsibility: Senior Pastor)**

Dear Name,

Church Name is a great church because people like you have served the Lord faithfully in laying the foundation for the next generation and those who are yet to come.

Thanks to your dedication, we have enjoyed tremendous growth and outreach. God has indeed blessed us. I believe the success of (Campaign Title) is crucial to our continued health. It is important we act now to (build, renovate, retire debt) so that our ministry can continue to grow.

This is why I want to invite you to a luncheon that is designed especially for folks like you. We’re calling it the Legacy Luncheon. It will be on Date at Time at Location.

You will hear more about how you can be a part of Campaign Name and hear outside-the-box and tax-wise giving ideas. This will be a fun time with great fellowship and a good meal! No commitments will be received at the luncheon.

Information on how reservations are being made. Sign ups, calls, RSVP, etc.

(Sample text-I have enclosed an RSVP card that you can use to let me know about your reservation by (Date). You may also receive a call from our team here at the church to confirm your attendance. I look forward to hearing from you.)

Your prayers and support are vital to the success of this campaign—just like they have always been to our church. Thank you for serving and supporting God’s work at Church Name. I look forward to seeing you on Date!

Sincerely,

Pastor