

## Cover Letter to Send to a Reference Along with a Copy of Your Questionnaire

Date

Name

Address

City, State, Zip

Dear \_\_\_\_\_,

Your name has been given by \_\_\_\_\_ (*candidate's name*) \_\_\_\_\_ as a reference. Our pastor search team is currently exploring the possibility of calling him to serve our church as pastor.

Enclosed you will find a questionnaire that we have developed to help us become better informed about each candidate we are considering. Please, take a few minutes and prayerfully complete the questionnaire and return it to us in the enclosed envelope at your earliest convenience.

Thank you for your assistance with this very important process. Please remember \_\_\_\_\_ (Candidate's name) and our team in prayer as we continue our process.

Sincerely,

Chairman's Name  
Search Team

Enclosure