**Letter 1 on headed paper (or email)**

(You can alter this to make it less formal as it is just a guide however a copy has to be kept to show that you are following process)

[Sender's name]  
[Sender's address]  
[Sender's town]  
[Sender's postcode]

[Recipient's name]  
[Recipient's address]  
[Recipient's town]  
[Recipient's postcode]

Date

Dear

**Insert name of review [e.g. Parish Review 2013]**

As discussed briefly today I am writing to advise you that a review of [insert details of review] has recently taken place and I would like to discuss with you the outcomes of this review and how it affects your role.

In this respect I would like to invite you to attend a meeting on [date] with [vicar/leader/manager] and [another leader/PCC representative] at [time] in [location].

If you are unable to attend this meeting please let me know so that we can agree a mutually convenient time to meet.

I look forward to hearing from you

Yours sincerely,

[Name & Title]

For and on behalf of INSERT CHURCH NAME