



## Sample E-mail Confirmation

Dear Pastor \_\_\_\_\_ and \_\_\_\_\_(women's group leader),

This e-mail is to confirm that I am scheduled to give a brief LWMS presentation to the members of \_\_\_\_\_(name of congregation) following worship on Sunday, \_\_\_\_\_(date).

Attached is a PDF of a flier you can use as a worship folder insert on that day or if you prefer I can send or drop off full-color printed fliers. Just let me know how many you will need.

For the presentation I will require a screen and a digital projector to play the three- minute LWMS Reach Out video. The video is easily downloadable from Vimeo at this link <https://vimeo.com/133716463> to play it from your church's laptop. Alternatively it can be run from the LWMS website if WIFI is strong in your sanctuary. Please let me know what will work best for you.

Thank you for allowing me to come and share my passion for LWMS with your members. I am looking forward to it.

United to serve Jesus,

Presenter's Name  
E-mail address  
Phone number