

Email Template for Ministerial Student Desiring Transfer

To: The Receiving District Superintendent (DS) & District Administrator (DA)

CC: The Departing DS, DA & ECD (education@wesleyan.org)

Re: District Transfer Request

Dear _____ [Receiving] District Superintendent,

I am a ministerial student in the _____ [Departing] District of The Wesleyan Church.
My current mailing address is _____ [fill in your current address: street, city, state & zip].

I am contacting you to request a transfer from the _____ [Departing] District of The Wesleyan Church to the _____ [Receiving] District of The Wesleyan Church.

I have accepted a call to serve as _____ [pastoral position] at _____ [local church name] in _____ [city, state].

[If you are not appointed to a church at this time, simply state the following:]

I am moving to _____ [city, state] and intend to join _____ [local church name].

Sincerely,

(Your full name)

(Your email address)

(Your phone number)