**Introduction Letter to**

**Community Ministries/Agencies**

*(Sent by Project Leader)*

[Contact person’s name]

[Agency name]

[Street address]

[City, ST Zip]

[Date]

Thank you for agreeing to allow some of our church volunteers to partner with [name of agency] for an Inasmuch Day on [date].

Our church is excited about this event in which hundreds of volunteers from our church will be mobilized in one day of ministry throughout our community. We take seriously the Biblical mandate to serve in Jesus’ name. In addition to helping many people in need in the community, we are confident that our Inasmuch Day will strengthen the already healthy relationship we enjoy with the larger [town/city] community. We have enclosed a list of the agencies in the community partnering with us in this ministry event.

I have attached a copy of the Checklist for Participating Community Agencies/Ministries for your use. Hopefully, this will help you be better prepared for your part in this event.

Of course, we want the Inasmuch Day project set for your agency to run as smoothly as possible. Toward that end, please know that I am your primary contact for that day and any issues or questions that may arise before the Inasmuch Day. Feel free therefore to contact me at [phone #] or [email].

Cordially,

**Attachment: Checklist for Participating Community Ministries/Agencies**

* Confirm with me the date and details of the project, directions, etc.
* Arrange for sufficient work for the number of volunteers working at your site.
* Arrange for any staff support needed to complete the project.
* Arrange for supplies needed for the project.
* Develop a plan for inclement weather.

**Sample Thank You Letter to**

**Community Ministries/Agencies**

[name of contact person at agency]

[name of agency]

[street address]

[city, ST Zip]

[date]

Dear [name of contact person]

Thank you for participating in [our church’s] Inasmuch Day as one of many community agencies or organizations where volunteers served people in need directly or served agencies in our community who serve people in need. We are pleased to share that [# volunteers] were involved in [# of projects] projects throughout [name of community]. We trust that [our community] is a better place to live today because of what took place on our Inasmuch Day.

Meanwhile, if you need volunteers from our church at any other time, please let us know. While we cannot promise that volunteers for [name of agency or ministry], we will certainly make our congregants aware of the need and, hopefully, our Inasmuch Day has opened their eyes to the impact they can have in the community.

Again, thank you for your participation.

Cordially,