

SAMPLE LETTER: Attestation of Record and Financial Requirements

(DATE)

The Rev. Paul Egensteiner, Bishop
Metropolitan New York Synod, ELCA
475 Riverside Drive, Suite 1620
New York, NY 10115

Dear Bishop Egensteiner:

This is to attest that Pastor *(name of pastor)*, Secretary *(name)* of *(name of congregation)* and *(name of Conference Dean)*, have examined the parish register and have established that the parish records are in good order.

I also wish to inform you that Pastor *(name of pastor)* is under no financial indebtedness to the congregation, nor the congregation to Pastor *(name of pastor)*.

OR

I also wish to inform you that the congregation is under no financial indebtedness to Pastor *(name of pastor)*. Pastor *(name of pastor)* has a financial obligation to *(name of congregation)*. It has been mutually agreed by the congregation council and Pastor *(name of pastor)* that the debt will be repaid in the following manner: *(details here)*

Sincerely,

(Secretary of Congregation Signature)

(Conference Dean Signature)