

Cover Letter

To be sent a week prior to my meeting



*Without good direction, people lose their way;
the more wise counsel you follow, the better your chances.*

Proverbs 11:14 (MSG)

{Date}

Dear {leader},

I am eagerly looking forward to our scheduled meeting on {Date/Time/Location}. As my assistant communicated at the time of setting up the appointment, I have admired your leadership skills from a distance. As the Coordinating Pastor at Immanuel Lutheran Church in Greenville, WI, I am carrying out a personal Leadership Learning Initiative, and I pray that the insights you provide will better equip me in my service to the Lord.

Respecting your time, I am including a “Meeting Map” for our session. While we do not have to strictly adhere to it, I have included it with this mailing so that you may know what insights I hope to gain and you may be able to prepare ahead of time. In addition, I always feel more comfortable if I have some sort of expectation for a meeting. Thus, I wanted to extend that same courtesy to you.

I eagerly look forward to sitting at your feet in the near future.

Respectfully,

Joel S. Heckendorf, *Coordinating Pastor*

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