

SAMPLE LETTER

Church Letter

This is a sample letter you can give a school to duplicate. The italicized areas must be completed.

This letter MUST BE ON LETTERHEAD from the church.

Church Name

123 Street Name

City, ST Zip Code

Phone Number

Date: xx/xx/2018

RE: Child's Name

To Whom It May Concern:

Church records show that Child's Name is a member of our congregation at Name of Church and lives with her Relationship to Child at 123 Street Name, City, ST Zip Code from date to the present.

If you have any questions you may call us at Telephone Number.

Thank you,

First Name, Last Name
Pastor/ Rabbi/ Minister

NOTE: The letter must show the child lived with parent/guardian for over half of the 2017 in order to qualify. If the child does not currently live with the parent/guardian, the letter can indicate the date the child moved out, but must still show the child lived there for more than half of 2017. The letter should be the earliest date the child lived there. If possible, this should be in 2016 or 2017 in order to avoid an EIC audit of 2016 or 2017.