

UNABLE TO SERVE LETTER

Instructions: Please complete this letter, filling in the italicized areas. We recommend printing the letters out on your church/organization letterhead. Permission is granted to modify and use this tool.

(Date)

(Church/organization name and address)

Dear Caring Parent:

We are sorry to inform you that we have not been able to respond to your request to include your family in Prison Fellowship®'s Angel Tree® Christmas program this year.

After receiving the information on your participation form:

_____ We were unable to reach the caregiver from the contact information provided.

_____ The caregiver did not respond to our attempts to contact the family.

_____ The caregiver declined to participate.

_____ The children were ineligible.

We know that this must be a great disappointment to you, and hope that God will give you and your family comfort during this very difficult time of separation.

Sincerely in Christ,

Volunteers of *(church/organization name)*