**SAMPLE LETTER TO CANDIDATE – *Whose Profile You Have Retained***

Dear

The members of the Search Committee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church have completed our careful review of your Ministerial Profile. We want you to know that we decided to retain your profile for further consideration.

We are still in the very early stages of our process, and we are continuing to read a number of profiles. We will try to be in touch with you every few weeks to keep you updated on our progress.

In the meantime, we would ask that you contact us if you accept another offer.

May God bless your ongoing ministry.

Sincerely,