



Dear Pastor, Ministry Director, or Board Chairman,

You are being asked to act as a reference for me, \_\_\_\_\_. We desire to be a guest at one of ServantCARE's hospitality homes where they provide places of rest for those in ministry and missionaries. You may learn more about their ministry at [www.servantcare.com](http://www.servantcare.com). Regarding this referral they request you provide them with the following information on ministry letterhead:

1. What is the applicant's involvement in your church or organization?
2. How long have you known them/their family?
3. Can you recommend them to us as one who qualifies and is of the utmost integrity? If so, please include a line that says, "I understand that I am acting in good faith in recommending \_\_\_\_\_ to the ministry of ServantCARE.
4. Include all the information below somewhere in the letter:
  - a. Date
  - b. Name of Ministry or Church
  - c. Your Name and Title
  - d. Phone and E-Mail
  - e. Address
  - f. Address of Organization
  - g. Signature

We look forward to hearing from you.

---

Questions?

Contact Cheryl Hollis at [cheryl.hollis@servantcare.com](mailto:cheryl.hollis@servantcare.com)

Please mail (sorry no e-mails) referral letter to ServantCARE P.O. Box 5321 Canton, GA 30114.

If you send it to any other address on our site it won't get to us and won't count so please be conscious of correct address when sending. Thank you for your understanding!