

**\*\*Please Copy and Paste the second page of this document into your Word Processor Program, then remove all [BLUE TEXT](#) Replacing placeholders with actual information where needed. Three quarter inch margin all the way around will work nicely for document formatting.**

The Seventh-day Adventist Church's official guidelines for removing a person's membership are outlined in the Church Manual. The Church Manual, 2022 edition, provides the procedures for voluntary termination of membership. Here's a summary of the typical steps and considerations, the following letter contains all of these:

### Voluntary Termination

1. **Written Request:** A member may voluntarily request to have their name removed from the church membership records. This request must be in writing and submitted to the local church pastor or church clerk.
2. **Church Board Action:** The written request is presented to the church board. The board is responsible for acting upon the request in a timely manner.
3. **Church Vote:** After the church board reviews the request, the entire church membership may need to vote to approve the removal of the member from the church records.
4. **Notification:** The member is notified in writing of the action taken by the church board and the church body, confirming their removal from membership.

[Name of Person Requesting Membership Removal]\*\*  
[Address of Person]  
[City, State, ZIP Code]

Date: [Insert Date]\*\*

[Name of Church] Seventh-day Adventist Church  
[Address of Church]  
[City, State, ZIP Code]

**Subject:** Membership Removal Demand

Dear Pastor, [Pastor's Name]\*\*

I have been studying my Bible diligently and have come to the conclusion that a number of fundamental doctrines of today's Seventh-day Adventist Church are not biblical. As I currently understand the message of the "Midnight Cry" in Matthew 25:6, and in light of the apostasies and creeds within the "Church," I cannot, in good conscience, remain part of the Seventh-day Adventist Business Organization.

I love the Lord Jesus Christ with all my heart and am committed to living wholeheartedly for Him. I am also conscience-bound to follow the Bible and the Spirit of Prophecy. As a result, I must respectfully demand that you remove me from membership in the Seventh-day Adventist Church Business Organization, both at the local and corporate levels.

According to my rights under [applicable state religious freedom statutes (501C3) and church bylaws], I am entitled to terminate my membership and association with your organization. Therefore, I hereby formally demand that my name be removed from all membership rolls and records at both the local and corporate levels, effective immediately upon your receipt of this letter.

Please note that this demand is final and non-negotiable. I do not wish to receive any further communication from church representatives regarding this matter. Failure to comply with this demand within 30 days of receipt of this letter will be considered a violation of my legal rights, and I will pursue all available legal remedies to enforce this demand and seek appropriate damages.

I request that you send me written confirmation, within 30 days of receipt of this letter, that you have acted promptly upon my demand.

Thank you in advance for giving this matter your immediate attention.

Sincerely in Christ,

\_\_\_\_\_  
[Name]

\*\*Notary Acknowledgment:\*\*

State of \_\_\_\_\_  
County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, [\_\_\_\_ Notary's Name \_\_\_\_], personally appeared [Name of Person Requesting Removal], who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity, and that by their signature on the instrument, the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
[Notary's Signature]

\_\_\_\_\_  
[Notary's Printed Name]

Notary Public, State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

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