**Suggested Covering Memo**

Date

District Church Board

Attention: Secretary

Email SecretaryDCB@qld.lca.org.au

Greetings in Christ,

**Request for Approval of Property Transaction - <name of entity>**

It is requested that District Church Board approve the …….

**Background**

The property transaction is required to ……

**Key Issues**

Key issues considered include ….

**Options**

Options considered included ……

**Do Nothing Option**

In the event nothing is done, the implications would be ……

**Governance Process**

The property transaction application has been considered by:

* XXXX Council; resolution #

I commend this application for your approval.

Yours faithfully,

Signature

Appointment

Enclosures:

1. Property Buy Sell Reassign Use Decision Required Template
2. Completed and Signed Appointment of Agent Form
3. Other information relevant to supporting the application