

PASTOR CONFIRMATION LETTER

After Parish Presentation weekend is scheduled, this letter is sent to pastor on apostolate letterhead

Date

Rev. Full Name

Parish Name

Address

City ST Zip

Dear Fr. _____:

Thank you for allowing me to speak to your parish on behalf of _____ (*Apostolate Name.*) I am looking forward to seeing you on _____ (*Date(s) of Presentation.*) I will arrive at _____ (*45 minutes before Mass*) on _____ (*Saturday / Sunday*) to set up, and hope to have an opportunity to see you before the start of Mass.

Regarding our presentation, as _____ (*Bishop / Archbishop / Cardinal Name*) discussed in his letter to you, we do not take up a second collection during the weekend, though we do place pledge cards in the pews for those who would like to give a gift at a later time. I do go over the pledge card as part of my talk.

The information I will share is carefully scripted and is six minutes in length. As you directed during our phone conversation, I will be making my presentation at each Mass after Holy Communion has been completed. (*FYI...This is the most common time to speak at each Mass – if a pastor has directed you to deliver your talk at an alternate time, state that here.*)

We extend our appreciation to you for giving us the opportunity to share this update, about _____'s (*City Name*) local Catholic radio station, with the families of _____ (*Parish Name.*)

Sincerely in Christ,

Signature

_____ (*Apostolate Representative Name*)

_____ (*Title - and any contact information not already on letterhead*)