

Use Parish Letterhead or...

...Name of Parish
Street address
City, State zip code
Phone/Fax numbers

Date

Christ the King Catholic Church
ATTN: Rev. Damien Cook
654 South 86th Street
Omaha, NE 68114

Dear Father Cook,

Please accept this letter as confirmation that *(full names of engaged couple)* are enrolled in marriage preparation sessions with *(name of priest coordinating the sessions)*. They will be married at *(name of Catholic Church)* on *(date of ceremony)*.

(Names of engaged couple) are requesting permission to host the wedding reception at Christ the King (CTK) Parish Center. Please consider giving approval for this couple to lease your facility because *(add an explanation for hosting at CTK and not their own church, such as, the social hall at our parish is unavailable on the wedding date or our parish social hall will not accommodate the number of guests they would like to invite, etc.)*

If you have any questions, please contact *(name, email or phone number)*.

Closing Salutation,

Signature of Pastor

Typed Name of Pastor

Title