

To Whom It May Concern,

This letter informs you that \_\_\_\_\_ who was baptized at your church, recently received the Sacrament of \_\_\_\_\_. The date of his/her baptism was \_\_\_\_/\_\_\_\_/\_\_\_\_.

This person received \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
at \_\_\_\_\_.

Thank you for your kind assistance in this matter.

Sincerely,

Please complete the bottom portion of this letter and return it to us in the enclosed envelope.

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The entry regarding \_\_\_\_\_ has been made in the Baptismal Registry regarding  
\_\_\_\_\_.

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Pastor or Delegate (print name)

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[Name of Parish]

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Pastor or Delegate (signature)

(parish seal)