

BISHOP LETTER TEMPLATE

This letter printed on diocesan letterhead and mailed to pastors

Date

Rev. Full Name

Parish Name

Street Address

City ST Zip

Dear Fr. _____:

This letter is to ask your cooperation with the fundraising and awareness efforts of our local Catholic radio station, _____ (*Apostolate Name / Call Letters / Frequency / Band.*)

You will soon be contacted by a representative of our local radio apostolate to schedule a weekend for a presentation at the end of Mass. The projected time frame to conduct these presentations is from now until _____ (*Month / Year.*)

The presentation will require a scripted six minutes and include the placement of a pledge card in the pews prior to Mass. No money will be collected on site and only those participating, by filling out a pledge card, will be contacted. You will receive complete details upon your discussion with the radio apostolate representative.

Thank you for your cooperation regarding this important endeavor. Local Catholic radio stations already on the air in other dioceses across the U.S. have proven invaluable for introducing listeners to the gifts of the Catholic faith. Many RCIA candidates and catechumens regard their local radio station as an integral component within their faith journey.

I appreciate your cooperation with this request.

Sincerely yours in Christ,

Signature

Most Reverend _____ (*Bishop / Archbishop / Cardinal Name*)
Bishop (*Archbishop / Cardinal*) of the (*Arch*) Diocese of _____