[Month DD, YYYY]

[Parish Mailing To]

[Address]

[City, ST Zip code]

Subject: Sacramental Records Request

To whom it may concern:

My name is [your name] and I am the [your position title] at [your parish name] in the Archdiocese of San Antonio, Texas. Please find the enclosed the [sacrament type] Certificate for [Name of Requestor, include maiden name]. They are unable to pick up the certificate in person and have requested their sacramental record be sent to your parish for pick up. Please contact [Requestor’s Name] at [Phone Number] to let them know that their certificate has arrived and when they may stop by to retrieve it. We ask in your assistance of verifying that the person picking up the certificate is the same as the person listed in this letter and in the certificate by checking a government photo ID and matching their name and birth date.

If you have any questions or concerns about releasing this record, please contact me at [Phone Number] or e-mail at [email address]. Thank you for your assistance in the matter.

Faithfully yours In Christ,

[Name of Sender]

[Office Title]

Enclosure