(Date)

(Other Party’s Name)

Street Address

City, State, Zip code

Dear (Other Party’s Name),

Allow me to introduce myself. I am (Priest’s Name) of (Name of the Church and address), in the Archdiocese of Los Angeles. I was recently approached by (Petitioner’s Name), asking if we could clarify his/her marital status in the eyes of the Catholic Church.

The Catholic Church requires that a baptized Catholic must be married by a Catholic priest, or with permission from the Catholic Church when marrying outside the Church. I understand that this was not the case when you married (Petitioner’s Name) and that your marriage was not later blessed in the Catholic Church.

The enclosed form is rather self-explanatory. It states by your signature that you and (Petitioner’s Name) were not married in the Catholic Church. Would you be so kind as to complete and sign this form in the presence of a priest or public notary and return it to me in the enclosed envelop by (Date) or scan and email it to me at (Email Address).

Please be assured that this inquiry has no effect whatsoever in civil law. Any information given will be deeply appreciated and of course, held in complete confidence.

If you should have any questions, please do not hesitate to contact me. Thank you very much.

Sincerely,

(Priest’s Name and Signature)

(Priest’s Title)

Enclosures: