

## Sample Letter of Notification of Sacraments Received

Directions: On parish letterhead, send notification to the parish of baptism when a sacrament is administered to someone in your parish.

To Whom It May Concern,

This letter informs you that [Name of Individual] who was baptized at your church, recently received the Sacrament of [First Communion, Confirmation, Marriage]. The date of his/her baptism was [Month/Date/Year of Baptism].

Please incorporate the following information into the baptismal entry for this person:

This person received [Sacrament] on [Date] at [Name of Parish and City].

If the notification letter is about Marriage, provide the name of the spouse.

Thank you for your kind assistance in this matter.

Sincerely,

[Name and Title]

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

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The entry regarding [Sacrament] has been made in the Baptismal Registry regarding [Name of Individual].

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Pastor or Delegate (print name)  
[Name of Parish]

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Pastor or Delegate (signature)

(parish seal)