

SAMPLE LETTER OF NEEDS TO BISHOP

[Place on Parish Letterhead]

[Date]

RE: Letter of needs for approval and Concurrence of

Dear Bishop Deshotel:

I am writing on behalf of _____ (Parish/School) to respectfully request your approval and concurrence for the above referenced Project which includes :

This request is the result of considerable planning and consultation with all concerned entities, including parish leadership, and a review of applicable diocesan expectations. After prayerful discernment and careful evaluation, we believe this project represents a responsible and necessary investment in the parish.

Project Rationale and Need:

Project Scope:

The proposed project includes:

Project Cost and Funding:

The estimated total cost of the project is \$_____. Funding will be provided through a combination of:

These funding sources allow the parish to proceed with/without incurring debt, or adversely affecting ongoing parish operations.

[Signature]