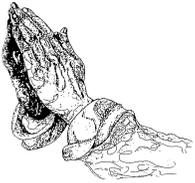


This is a **sample layout** of how the Final Letter should look on letterhead.
You will receive the letterhead with you approved draft copy.
The “Final Letter” should be handed in no later than **January 7, 2018**.



*St. Mary’s Sacramental Program
Bordentown, New Jersey*

Date

Dear Bishop David M. O’Connell,

The body of the letter as approved on your draft by the RE Office.

Sincerely, (or Respectfully, or Graciously,)

(leave 3 spaces to sign your full name)

Type or Print your full name clearly

For your “Final Letter” you may choose to use a computer (ask for letterhead with **NO LINES**) -- as seen above, or to hand write or print the letter (ask for letterhead **WITH LINES**). Check the boxes in the left margin of the draft to let us know which paper you would prefer - LINES or NO LINES.

Please be neat, check your spelling, and grammar.

Turn the letters into the RE Office, or your Catechist, by its due date - January 7, 2018. You may also leave it in the Parish Center large white mailbox at the foot of the porch steps.

Thank you and God bless!