

John A. Doe  
555 Paradise Road • Anywhere, CA 94041  
(800)555-1212 • john@doe.com

Rev. Fr. John B. Smith  
Pastor  
Saint Mary's Parish  
777 Oak St.  
Anywhere, CA 94041

January 1, 2005

Dear Father Jack;

I hope all is well with you and your family.

Would you please allow the ringing of Sanctus bells when appropriate during the celebration of the Mass at Saint Mary's? Ringing Sanctus bells as allowed by the Catholic Church would mean a great deal to those who attend the Mass at Saint Mary's.

If approved, I would be happy to ensure that those altar servers who ring the Sanctus bells were well versed in the history and use of the bells. Enclosed is a small work on Sanctus bells which you might find interesting.

Please contact me directly if you have any questions regarding this request. I look forward to hearing from you. Thank you for your time and consideration.

In Christ;

Your Name Here