(On Parish Letterhead)

Date

Rev. Msgr. Vicar General

Diocese of Charleston

901 Orange Grove Rd.

Charleston, SC 29407

 Dear Vicar General,

I am writing formally to request your permission to proceed with the following act of extraordinary administration. \_\_\_\_\_\_\_\_\_\_\_\_Parish community plans to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe project) at a cost of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Funding for this project will be through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe – through savings, a donor, a building fund, a loan….). The parish finance council has selected the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_company, to work with the Parish to complete this project. Their vota in support of this project is enclosed (or attached).

Thank you for your consideration of this request.

 Sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pastor

Enc.