

(Today's Date)

To: Sisters of Charity of the Incarnate Word
Chapel of the Incarnate Word
ATTN: Wedding Coordinator
4503 Broadway
San Antonio, Texas 78209

(Introduction)

Introduce yourself and your fiancé.
Write a brief bio in a few sentences, including your clear and direct connection to the Sisters of Charity of the Incarnate Word or to one of their ministries.

(Request)

Indicate the date you plan to have your wedding. Write why it is important to be married in the Chapel of the Incarnate Word.
Please emphasize the spiritual dimension of your request.

(Important)

Indicate that you will provide all necessary church documents and abide by the Chapel guidelines.

(Closing)

(Signature)