Sample Letter Requesting Authorization to Commission

Extraordinary Ministers of Holy Communion

Dear N.

I am Fr. N. pastor of N. Parish/School. I am requesting authorization to commission the following parishioners/students as Extraordinary Ministers of Holy Communion. I confirm that they are Catholics in good standing, are fully initiated, and have been properly formed in this ministry.

Their names include:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Add more names as necessary.*

Sincerely,

Pastor