

Permission to Build Template Letter

{Place on Parish Letterhead}

DATE:

Dear Bishop Parkes,

I am requesting your permission to begin construction on Insert project description here with Insert name of company to do work here.

This project will meet the needs of Insert name of Entity here as this project Insert problems and why project needs to be approved. Include the total estimated cost of the project.

The funding for the Construction services will come from list the Diocesan S&L account # or funding source and current available fund balance here.

We understand that upon approval, we will need to transfer these funds to the designated Construction Projects in Progress Savings & Loan Account for the Diocese to process payment.

We at Insert name of Entity here respectfully request your permission to proceed with the Office of Construction and Real Estate to contract with Insert name of company to do work to begin the construction process. We prayerfully await your decision.

Thank you, Bishop.

Pastor/Principal Name
Church or School Name