

Sample Letter for Permission to Acquire Land/Building

{Put on Parish/Mission/School Letterhead}

DATE:

Dear Bishop Parkes;

I am writing to you to request your permission to acquire *Insert property description to include current ownership information, County in which it's located, Parcel Id number, parcel size, current zoning and asking price.*

Prior to submitting an offer we'll have an appraisal performed to assure we're purchasing the land based on a market price. Our offer will be based on the appraisal amount unless the asking price is lower. Cost of the appraisal will be paid by the Parish.

As part of this process, we'll coordinate with the Office of Construction and Real Estate of the Diocese regarding this endeavor.

This project will meet the needs of *Insert name of Parish/Mission/School* as this project *Insert an explanation why this property acquisition needs to be approved and explain what will be planned on the site including; estimated size (square footage of the Parish Hall, number/size/purpose of other building and any other property improvements ie. Sports/activity areas, etc. Include the total estimated cost of the project which is to include the land and construction costs.*

The funds for the land acquisition will come from *(list here the Diocesan S&L account # or funding source and current available fund balance). If funds are not currently available Explain the timeline and source of required funds or ask the Bishop for assistance in funding the acquisition.*

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

We at *Insert name of Parish/Mission/School here* respectfully request your permission to proceed with contract negotiations to work towards executing a Purchase and Sale Agreement to acquire land owned by *Insert the name and the property owner.* We prayerfully await your decision.

Thank you, Bishop.

Pastor/Principal Name
Church or School Name

JUNE 2024