

MAIL to SELF

To whom it may concern

I, (your complete name), born on (your date of birth), at (name of Parish) Parish, need a copy of the Catholic Baptism Certificate.

I am glad to inform you that I will be getting married end of the coming month and am currently preparing for the same. Hence the need for the Catholic Baptism Certificate.

Please make note of my mother's name (mother's name)- Mrs. , father name's – Mr. Also, for your reference, I was born exactly at (time of birth), in your parish.

Kindly update me with the status of my Catholic Baptism Certificate at the earliest.

Please make note, if you are sending across the Certificate please send it across at the earliest. I am eagerly waiting for the same.

Waiting for your response.

Thanks and Regards,

Your name

Your complete address with zip code

Your contact number

Your email id