



Policies of the Diocese of Kansas City ~ St. Joseph

Policy # 310.2

Sample Letter for Requesting Papal Audiences

[Date]

Reverend Monsignor Roger C. Roensch
Bishops' Office for U.S. Visitors to the Vatican
North American College - Casa Santa Maria
Via dell'Umilta, 30
00120 Vatican City State
EUROPE

Dear Monsignor Roensch:

This letter will be presented to you by * who are planning to arrive in Rome on *.

It would be deeply appreciated if an Audience with Our Holy Father, Pope Benedict XVI, could therefore be arranged for them on **Wednesday**, * during their stay in the Holy City.

I have suggested that immediately after their arrival in Rome, they contact you or a member of your staff at the Bishops' Office of U.S. Visitors to the Vatican by visiting the Office at Via dell'Umilta, 30 - Rome (near the TREVI FOUNTAIN).

I assure you of my appreciation for your kindness in arranging tickets for Mr. and Mrs. *(insert name)*.

Sincerely,

Pastor

Enclosure