Invitation to informal meeting

Insert Church letterhead/name, details etc.

Admission to Holy Communion   
before Confirmation

Dear Parents/Guardians,

Our church has been given permission by the Bishop of Winchester to admit those who have been baptised to Holy Communion before Confirmation. The Diocese sets some guidelines for this, the main features of which are that those seeking admission must:

* be baptised
* themselves be keen to receive Holy Communion
* be regular at worship
* attend a preparation course before admission

It is proposed to begin our preparation course on (date), with a view to candidates taking their first communion at the Admission Service on (date).

Your child/children (names) would, I believe, satisfy the requirements set out above. We are holding a preliminary informal meeting for parents and guardians who would like more information on Communion before Confirmation on (date) at (venue) to which you are invited.

Please could you complete the accompanying response form and return it to me as soon as possible and at the latest by (date)

Yours sincerely,

*(Incumbent/Curate/Nominated Person)*