

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Church Name]
[Church Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request [specific request regarding the temple, such as an appointment, information, or a reservation] for [specific purpose or event].

[Please provide any relevant details about the request, including dates, names, and any pertinent information you wish to include.]

I appreciate your attention to this matter and look forward to your positive response. Thank you for your service and dedication.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]