

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Church/Organization Name]  
[Church/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request to perform the ordinance of [specific ordinance, e.g., baptism, endowment, sealing] for [Name of person for whom the ordinance is being performed] at the [specific LDS temple location] on [desired date].

To provide you with the necessary details, [briefly describe the relationship to the person for whom the ordinance is being performed and any relevant information about their membership].

We believe that this ordinance will greatly bless [his/her/their] life and strengthen [his/her/their] commitment to the gospel.

Please let me know the requirements or any paperwork that needs to be completed beforehand. I appreciate your assistance and look forward to your prompt reply.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Church Membership Number, if applicable]

[Optional: Attach any relevant documents, such as membership records or recommendations.]