[*Note: If you have an organization with letterhead, print this on your stationery*]

[Date]

[Memorial Location]

[Street Address]

[City, State, Zip]

To Whom It May Concern,

As you may be aware, there is grave at [Memorial Location] where unborn victims of abortion have been laid to rest. I am writing to request your permission to organize an ecumenical prayer service at this graveside on Saturday, September [Date], as part of the National Day of Remembrance for Aborted Children.

 The National Day of Remembrance for Abortion has been held every September since 2013 at the burial places of aborted children and other memorial locations built in their honor. Every year, this event is observed at hundreds of churches, cemeteries, and even public parks across the United States. Numerous pro-life groups are involved in the effort, under the guidance of the event’s sponsors, the Pro-Life Action League and Citizens for a Pro-Life Society.

 [Briefly describe what your memorial service will entail, including how long it will last and roughly how many people you expect to attend.]

 I want to emphasize that this event is a solemn prayer vigil. It is not a protest or rally, nor is it a partisan political event. The emphasis is on mourning for the lost victims of abortion, inviting all those touched by abortion to tell their stories and seek God’s mercy, and praying for the healing of all the wounds of abortion.

 If I receive your gracious permission to host this event, I will take responsibility for inviting participants to attend, preparing the space for the prayer service, and cleaning up afterwards. These prayer vigils typically attract a few dozen participants.

 Please let me know at your earliest convenience if I may proceed with plans to host the National Day of Remembrance for Aborted Children at burial place of aborted children at [Memorial Location]. Thank you for prayerfully considering this request.

 Sincerely,

 [Type Your Name here; sign above]

 [Your Email Address] [Your Telephone Number]