

APPENDIX B
Sample Letter
[Letterhead of Church]

[Date]

The City Clerk
141 Worth Street
New York, NY 10013



Re: Marriage Officiant Registration

Dear Sir or Madam:

In reference to the above-captioned matter, please note that:

- (i) the location of the church is _____[church's address],
- (ii) the reason for its founding is _____,
- (iii) the number of trustees are __,
- (iv) the approximate size of its congregation is _____,
- (v) and the church meets __[how often it meets] times per week [or every Sunday],

Any further questions should be directed to the undersigned.

Sincerely,

John/Jane Doe
Title