

Speaker Letter of Recommendation Template

DATE

Sent via postal and email to
wjoensen@dmdiocese.org

Most Rev. William M. Joensen, Ph.D.
Bishop of Des Moines
601 Grand Avenue
Des Moines, IA 50309

I recommend **Dr. John Smith** as a speaker for an event in your diocese on **May 1, 2017**. **Dr. Smith** is a **theology instructor at St. Anne's College** and has an excellent reputation. He is qualified to speak on matters of faith and morals. He is a member of **St. John's Parish** in **Townville**.

If you have further questions, please contact his pastor, Reverend Frank Jones, at 555-555-5555.

<<Closing Address>>

Cc: **Visiting Lay Person**
Jason Kurth, chancellor
Host Pastor or Program Administrator