[DATE]

[NAME]

[MAILING ADDRESS]   
[CITY], OH 439—

His Excellency   
The Most. Rev. Jeffrey Monforton  
Diocese of Steubenville  
Chancery Office  
P. O. Box 969  
Steubenville, OH 43952

Your Excellency,

*Insert Message*

*If your letter to the Bishop is longer than one page, use page numbers, e.g.* ***1 of 3****,* ***2 of 3****, and* ***3 of 3****.*

[CLOSING],

*signature*

[NAME]

Copy: The Most Rev. Pietro Cardinal Parolin, Secretary of the Secretariat of State   
The Most Rev. Robert Francis Prevost, O.S.A., Prefect of the Dicastery for Bishops

Mary King, Procurator

[DATE]

[NAME]

[MAILING ADDRESS]   
[CITY], OH 439—

His Excellency   
The Most Rev. Christophe Pierre  
Apostolic Nuncio to the United States  
3339 Massachusetts Ave., N.W.  
Washington, DC 20008-3687

Your Excellency,

Enclosed are three envelopes:

1. The first envelope contains a Letter to the Bishop that has been copied to His Eminence, the Most Rev. Pietro Cardinal Parolin, Secretary of the Secretariat of State.
2. The second envelope contains the same letter copied to His Eminence, the Most Rev. Robert Francis Prevost, O.S.A., Prefect of the Dicastery for Bishops.
3. The third envelope contains a complimentary copy for the Apostolic Nuncio.

I ask for your kindness in forwarding the envelopes via diplomatic pouch to the respective offices of the Roman Curia.

[CLOSING],

*signature*

[NAME]