

Draft Letter to Cemetery Director

[Your Name/Title] [Your Organization Name, e.g., K of C Assembly #] [Your Phone Number] [Your Email]

[Date]

Cemetery Director [Name of National Cemetery] [Cemetery Address]
RE: Request to Hold a Non-VA Sponsored Patriotic Rosary Ceremony

Dear Director [Director's Last Name],

On behalf of [Organization Name], I am writing to formally request permission to conduct a Patriotic Rosary prayer service at [Cemetery Name] on [Requested Date].

Our organization holds a deep reverence for the National Cemetery as a national shrine. The purpose of this event is to offer a peaceful prayer service dedicated to the memory of the veterans interred here and to the continued safety of those currently serving in the U.S. Armed Forces.

Event Details:

- **Proposed Date:** [Date, e.g., Saturday, May 23, 2026]
- **Requested Location:** [e.g., The Committal Shelter or The Assembly Area/Flagpole]
- **Start/End Time:** [e.g., 10:00 AM – 10:30 AM]
- **Setup/Breakdown Time:** [e.g., Arriving at 9:45 AM; fully vacated by 10:45 AM]
- **Estimated Attendance:** [e.g., 25–30 people]
- **Sequence of Events:** A brief introduction, followed by the recitation of the Rosary with patriotic intentions for each branch of the military, and concluding with a moment of silence.

We understand and agree to abide by all National Cemetery Administration regulations. Specifically, we provide written assurance that:

1. This event is strictly non-partisan and will not include any political orations, placards, or banners.
2. The service will be conducted with the highest level of decorum and decency to ensure no disruption to any funeral services or visitors.
3. We will use only the equipment approved by your office (e.g., handheld programs) and will ensure the area is left in pristine condition.

I would appreciate the opportunity to discuss this request further or provide any additional information needed for your review. Thank you for your time and for your dedication to our nation's heroes.

Vivat Jesus,