Date:

To

[The Recipient]  
[Designation]  
[Church Name]  
[Address]

Respected [Name],

I am writing this letter to you to declare that my little girl {Mention Name} is going to enter the church community. We want her to get baptized at your Church [Name of church] with the assistance of the father {Mention Name of the Father who will baptize the kid}.

We are glad and privileged to know that the upbringing of our daughter will be done as an offspring of God as we will pledge in this baptizing ceremony at [Church’s name along with the Area].

From the book of Matthew, “Favored are the unadulterated in heart for they will see God”. We are excited that our daughter is entering into a warm and caring community. We are also quite sure that you will all greet her and guide her on how to moderately get along the otherworldly way for the duration of her life.

Waiting eagerly to get the affirmative reply for the dates we proposed so that we could send invitations to our closed ones accordingly.

Sincerely,

[Your Name]  
[Address]