<Date>
<Name of priest>
<Parish>
<Address line 1>
<Address line 2>
<Suburb> VIC<Postcode>

Dear Fr <insert name of priest>

This year all Catholic schools in the Archdiocese of Melbourne will celebrate Catholic Education Week 2022 from 13 to 20 March. The theme for Catholic Education Week 2022 is ‘The Way of the Gospel’ and this theme provides the perfect opportunity to celebrate the distinctiveness of Catholic education in our Archdiocese.

Catholic Education Week is about strengthening relationships between all those with a stake in our schools – students, staff, families, priests and parishioners, and provides an opportunity for all to join in the celebrations.

On behalf of the <insert school name> community, I would like to extend an invitation to you to preside over our school’s liturgical celebration on <insert day and date>, followed by a staff morning tea and a tour of our school.

We look forward to welcoming you and showing you Catholic education in action. Thank you for your ongoing support of <insert school name>.

Yours sincerely,

<Insert name of principal>