

# Dear [Sponsor's Name],

We hope this message finds you well. As the special day approaches, we wanted to remind you of your role as a sponsor for [Child's Name]'s baptism on [Date] at [Time].

The ceremony will take place at [Church Name], located at [Church Address]. We are excited to share this momentous occasion with you and are grateful for your support and commitment to [Child's Name]'s spiritual journey.

Please arrive a bit early so we can ensure everything is in place prior to the ceremony. If you have any questions or need further information, feel free to reach out to us.

Thank you for your important role in this event. We look forward to celebrating together!

Sincerely,  
[Your Name]  
[Your Title]  
[Church Name]  
[Contact Information]