



# 2024 Annual Catholic Appeal Transmittal Form

Required for **all** shipments

Parish Name:	Parish Number:	
Sent by (Person):	Date Sent:	
Parish Address:	City:	ZIP:
Phone:	Email:	
Total Anonymous Cash: (included in parish check)	Total Number of Envelopes in Bag:	

## SHIPPING INSTRUCTIONS

**Do not separate the checks from the pledge envelopes. Do not staple.**

Please leave each check in its pledge envelope.

To assure proper delivery, we recommend that you ship your packages via UPS, FedEx or similar shipper.

**Ship to:**

Letter Concepts, Inc.  
 33 Massirio Drive  
 Kensington, CT 06037  
 Attention: AOC Processing Manager – Carolyn Drew  
 Phone: 800.525.4963

**WE DO NOT RECOMMEND THE U.S. POSTAL SERVICE (USPS) FOR LARGE BUNDLES.**

**If you use USPS for small envelopes:**

**Mail to:**

Archdiocese of Chicago  
 Annual Catholic Appeal  
 PO Box 7178  
 Kensington, CT 06037-7178

**If you need assistance, please contact:**

Krista Cobb  
 Annual Catholic Appeal  
 312.534.7958  
[kcobb@archchicago.org](mailto:kcobb@archchicago.org)