



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
kobb@archchicago.org