

[New Bishop introduction]

Title

Address

Date

Your Introduction to the House of Lords

I am writing to set out the arrangements for your introduction on **date**, and your rehearsal earlier that day.

The rehearsal will start at **time**, meeting in the Peers' Lobby. Your supporters – **xxxx** and **yyyy** – should also be present. This should only take around 10 minutes.

The House will sit at **time**, and the Introduction ceremony will take place directly after Prayers at the start of the sitting.

I attach an extract from the Companion to Standing Orders of the House which sets out the procedure.

Please bring your Writ of Summons, which will be read out as part of the ceremony.

Do let me know if you have any questions; otherwise I will see you on **date**.

An electronic copy of this letter goes to your supporters.

Name

Reading Clerk