

Please print the letters on nice paper. Do NOT hand write the letter. Tell the Bishop about yourself. This sample is simply a guideline. Make the letter personal. Please use spell check and grammar check on your letters. God should ALWAYS be capitalized and so should Confirmation. This letter is written with the intent to ASK for the Sacrament of Confirmation.

GREETING

Begin your letter with the greeting: Dear Bishop Jim Powers,

BODY OF THE LETTER

Paragraph 1: Introduce yourself. Tell something about your family, your background.

Paragraph 2: Request the sacrament. Give several reasons why you would like to be Confirmed.

Paragraph 3: Explain how you have prepared for the sacrament. It is important that you tell specific parts of your preparation: your prayer life, your celebration of the other sacraments, your service for others at home and in the parish and community. What saint name you chose for Confirmation and why?

Paragraph 4: Tell how you will continue to carry out your life of service to God and others through the power of the Holy Spirit. Tell how you plan to make your Confirmation in the faith real and alive in the future.

CONCLUSION

Conclude the letter and make sure you SIGN the letter (not digitally) – in ink using your signature – both first and last name. Also make sure your first and last names are type written as well.