



## **Catholic confirmation letter examples**

GUIDELINESBegin by congratulating the person on being a confirmed as a Catholic.Highlight the characteristics of the person that will help him and enhance his life.Reiterate the importance of this decision and encourage him to spread the word of God. End with a note of reassurance. SAMPLE LETTER[Senders Name] [Address line][State, ZIP Code][Letter Date][Recipients Name] [Address line][State, ZIP Code][State, ZI

You have been a great human being and own qualities that will make you a great Catholic. Being selfless, honest and ever willing to help will take you a long way. The decision to embrace Christianity will only further better your life and bring abundant changes for the better. I will wait to meet you in the house of God and watch you spread the word further. I will be your guide whenever you need me. Sincerely, [Senders Name] [Senders Title] -Optional-[Enclosures: number] - Optional - Cc: [Name of copy recipient] - Optional - Further things to consider when writing confirmation letters to whom it may concernConfirmation LettersConfirmation letters are letters sent by individuals, businesses, or companies to summarize details such as verbal agreements between two parties, job interviews, or appointments. Broadly speaking, they are written to verify certain details upon request or recognize previous agreements. A confirmation letter can serve as a formal document to confirm the receipt of orders, schedule of an important appointment, or recruitment of new employees. It can also be used to confirm travel arrangements and reservations and in instances such as immigration to confirm marital status. Confirmation letters are brief and contain only the necessary information. State what is being confirmed clearly and accurately.

If you are verifying an employee's position in the company, for example, take note of his/her official title. Be cautious about times, dates, and places. Include all relevant details and anything else that needs to be confirmed. If necessary, restate the previously agreed terms and conditions to ensure that there are no conflicts or misunderstandings in the future. Close the letter with a positive remark and your signature. This letter should be printed on the company's letterhead.Letters to Whom It May ConcernLetters to whom it may concern are letters addressed to unknown recipients. The term "To whom it may concern" is, basically, a letter salutation that has been used over the years in business correspondence when a sender doesn't have a specific recipient or doesn't know the name of the recipient. This may happen many times during your job search. For instance, you may be sending a recommendation letter, cover letter or any other job application material to someone you don't know. It is also appropriate to address a letter to whom it may concern has been a common practice, other options such as, "To hiring manager", etc., can be used at the start of a letter. Of course, you should make an effort to find the recipient's name. You can look it up on the recipient's company website, LinkedIn or other professional social sites, or contact the office and ask the assistant for advice. However, when this is not possible, you can still use "To whom it may concern". Jupiterimages/Brand X Pictures/Getty Images In the Roman Catholic Church, the sacrament of confirmation is said to complete the sacrament of baptism: It's a sort of coming-of-age moment for young adult Catholics.

Dear Child In a few weeks, you will be confirmed as a full member of the Catholic Church. Congratulationsi I know that you have really worked hard to understand and learn as much about your Catholic faith as you could before receiving this sacrament. On your retreat there are a few things your Dad and I would like you to remember - You were our fourth son in a row but you have always been a unique little boy. Howe your bright blue eyes, all of those freckles and dimples. I guess God really wanted you to tap in to your Cettic Heritage! I toke how you are always ready with a quick smile for everyone. I loved how even when you were a baby you would cry when a baby on TV was crying, or if a kid outside was crying or basically when you saw anyone crying - you didn't even have to know why - you just did. That's great empathy and you still have that today. Don't lose that. It's a great gift to be able to relate to people even when they are at their lowest: Yours Lovingly. Mom and Dad				
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August 31, 2010

## Dear Parent/Guardian,

I hope everyone's summer was warm and wonderful! How quickly it went by. The fall is swiftly approaching along with the wonderful Sacrament of Confirmation. This is an exciting time in your child's life as they continue on their journey of faith.

The confirmation retreat is scheduled for Sunday, September 12<sup>th</sup>, beginning with the 11:00 Liturgy followed by the retreat in the Parish Center until 6:00. The retreat will be led by Dave Dumaine. He has planned an exhilarating and prayerful afternoon.

The retreat is a requirement for all. No one will be given permission to leave early for any reason (except of course a family emergency). If there is a sport practice, please explain to the coach about the retreat... they will understand. If your child doesn't attend they will not be able to receive the Sacrament of Confirmation until a retreat has been completed. We must be fair to all.

If you are able to help out at the retreat during lunch, please let me know (<u>marvpag@verizon.net</u>). Goodies and snacks are welcome. If you have any questions please do not hesitate to contact me.

See you all at Mass at 11:00 on the 12th.

Blessings and peace to all,

Mary J. Pagliarulo, DRE

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## Dear Confirmanali and Farenta,

We have began the very special process of preparing for the Socrament of Confirmation, Spring 2013! Confirmation completes the Socraments of Initiation and brings the gfts of the Holy Spirit also insus so that we can take all that we have learned and whom we have become and apply it is action, full of faith and hope that what God has planned for us will come to be through the power of his Spirit. We hope to come together, grow closer to God and become more aware of God in our lives. We are being called to be soldiers of Christ and be of service to others.

This packet contains information that will help you throughout the year of preparation . Scrie important information included is

- \* Confirmation Proparation Expectations
- A List of important dates for the upcoming year
- A Confirmation Information about
- \* Sporser form
- \* Saintproject outline
- A Hos to choose a Confirmation saint
- A How to choose a sponsor
- \* A somple letter to the Bishop
- \* Socranestal Fee form
- A Service Experience Guidelines
- A Reflection form

Everyone included in helping you and your child during this successential year is provided that this process of formation be a powerful tiese of faith, hope, and low.

May the Holy Spirit strengthen you and guide you.

Sa. Priter & Paul Catholic Church Confirmation Preparation Expectations

I will be your guide whenever you need me. Sincerely, [Senders Name] [Senders Title] -Optional-[Enclosures: number] - Optional - cc: [Name of copy recipient] - Optional -Further things to consider when writing confirmation letters to whom it may concernConfirmation LettersConfirmation letters are letters sent by individuals, businesses, or companies to summarize details such as verbal agreements between two parties, job interviews, or appointments. Broadly speaking, they are written to verify certain details upon request or recognize previous agreements. A confirmation letter can serve as a formal document to confirm the receipt of orders, schedule of an important appointment, or recruitment of new employees. It can also be used to confirm travel arrangements and reservations and in instances such as immigration to confirm marital status. Confirmation letters are mostly used by businesses to keep formal records and to avoid conflicts regarding transactions or agreements. Confirmation letters are brief and contain only the necessary information. State what is being confirmed clearly and accurately.

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SAMPLE LETTER[Senders Name] [Address line][State, ZIP Code][Letter Date][Recipients Name] [Address line][State, ZIP Code][Subject: Normally bold, summarizes the intention of the letter] -Optional- Dear [Recipients Name], Congratulations on becoming a Catholic and having received the sacrament of confirmation. As your sponsor, this is a big day for me too. You have been a great human being and own qualities that will make you a great Catholic. Being selfless, honest and ever willing to help will take you a long way. The decision to embrace Christianity will only further better your life and bring abundant changes for the better. I will wait to meet you in the house of God and watch you spread the word further. I will be your guide whenever you need me. Sincerely, [Senders Title] -Optional-[Enclosures: number] - Optional - cc: [Name of copy recipient] - Optional - further things to consider when writing confirmation letters to whom it may concernConfirmation LettersConfirmation letters are letters sent by individuals, businesses, or companies to summarize details such as verbal agreements between two parties, job interviews, or appointments. Broadly speaking, they are written to verify certain details upon request or recognize previous agreements. A confirmation letter can serve as a formal document to confirm the receipt of orders, schedule of an important appointment, or recruitment of new employees. It can also be used to confirm travel arrangements and reservations and in instances such as immigration to confirm marital status. Confirmation letters are mostly used by businesses to keep formal records and to avoid conflicts regarding transactions or agreements. Confirmation letters are mostly used by businesses to keep formal records and to avoid conflicts regarding transactions or agreements. Confirmation letters are mostly used by businesses to keep formal records and to avoid conflicts regarding transactions or agreements. Confirmation letters are brief and contain only the necessary information.

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	June 18, 2013 Year of Faith		AREA CODE 808 881-8100	
	Dear 2014 Confirmation Can	didate,		
	decision is most pleasing to C	to make a commitment to prepare to receive the Sacrams and Confirmation marks your adulthood in the Catholi Church with stewardship of time, talent and treasure.		
	There are some matters of im	portance that I wanted to bring to your attention.		
	that is provided by your paris	ool (9 <sup>th</sup> -12 <sup>th</sup> grades) or an adult and faithfully complet h. This means attending the classes, participating in the irred retreat, fulfilling your volunteer hours and growing	sessions, learning about your	
		ly study a variety of Saints before you make a decision should be one whom you can look to as a role model as		
	sponsors. Take time to consi role model in living the Catho who has already received thei sponsor you choose is married	one sponsog for Confirmation, unless you choose to invi der whom you can go to for guidance on your faith journ olic faith. The sponsor should be at least 16 years of age r Sacraments of Baptism, First Confession, First Comm d, their marriage must be blessed by the Catholic Church ion coordinator will review more details about your spo	rey, whem you can look to as a , who is a practicing Catholic union, and Confirmation. If the a. The spensor cannot be one of	

Fourth, I ask that you dress appropriately when you receive the Sacrament of Confirmation. Remember that you will be receiving the Holy Spirit in a special way. You can role model to the entire community the purity of our faith by the way you dress. The aisle to the Altar is not a ranway to model the latest fashions. I encourage the young men to wear dress pants and a dress shirt with a tie if you have it. I expect the young women to dress modestly – please do not come forward to receive the Sacrament showing so much skin that it provokes impure thoughts.

Fifth, I ask that you write a letter to me and answer the following questions: 1) What do you like about being Catholic? 2) Which Saint's name did you choose and why? Piesse <u>do not</u> mail your letter to me directly. Give your letter to your confirmation coordinator. He She will collect the letters from all Confirmandi in your parish, read them to ensure that you are ready for Confirmation and mail them to me in one package.

I ask God to bless you with all the graces you need to prepare to receive the Holy Spirit in the Sacrament of Confirmation. Please acknowledge the priests, teachers and volunteers in your parish that make your preparation for this Sacrament a reality. Know that you are in my daily prayers.

Sincerely yours in the Risen Lord, + Machael J. Huchael Most Rev. Michael J. Sheehan Archbishop of Santa Fe

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It is also appropriate to address a letter to whom it may concern if you're making an inquiry but don't know who to address your letter to. Although sending letters to whom it may concern has been a common practice, other options such as, "To hiring manager", "To customer service manager", etc., can be used at the start of a letter. Of course, you should make an effort to find the recipient's name. You can look it up on the recipient's company website, LinkedIn or other professional social sites, or contact the office and ask the assistant for advice. However, when this is not possible, you can still use "To whom it may concern".

Jupiterimages/Brand X Pictures/Getty Images In the Roman Catholic Church, the sacrament of confirmation is said to complete the sacrament of confirmation is usually completed in high school, and those practicing the sacrament of ten choose sponsors to help guide them through the process. These sponsors usually present their sponsees with confirmation letters at the beginning of the sacrament.

Confirmation letters are predominately used as a way to affirm a person's decision to pursue their faith and to welcome him or her into the communion of the Catholic tradition, they are meaningful and important tools for sharing faith. It is also a great honor to be selected as a sponsor for a confirmation candidate, and taking time to craft a meaningful and encouraging letter is the best way to express your sentiments about the process.

Open the letter by acknowledging what an honor it is for you to be selected as the person's confirmation sponsor.

Explain your desire to participate in the confirmation process and continue to support him or her throughout the confirmation and express why this particular portion of the Catholic faith is so important. Continue by expressing some words of encouragement. The confirmation process requires a lot of time and commitment, so expressing your belief in the person's ability to accomplish their goal is valuable. Write a few sentences about some of the special qualities you seen in him or her. You can select on of his or her specific talents, for example, and explain how it can be valuable to the church or play into their religious pursuits. You can also choose to focus on his or her personality traits and how each may effect his or her religious verses that are particularly meaningful to either you or the candidate seeking confirmation. The examples can be used for many purposes including advice, reflection or influence. Finish the letter with a bit of advice based upon your own confirmation experiences. For example, you can also express what portion of the confirmation process you found particularly moving. Finally, reaffirm your commitment to being a reliable source for the person throughout the confirmation process.