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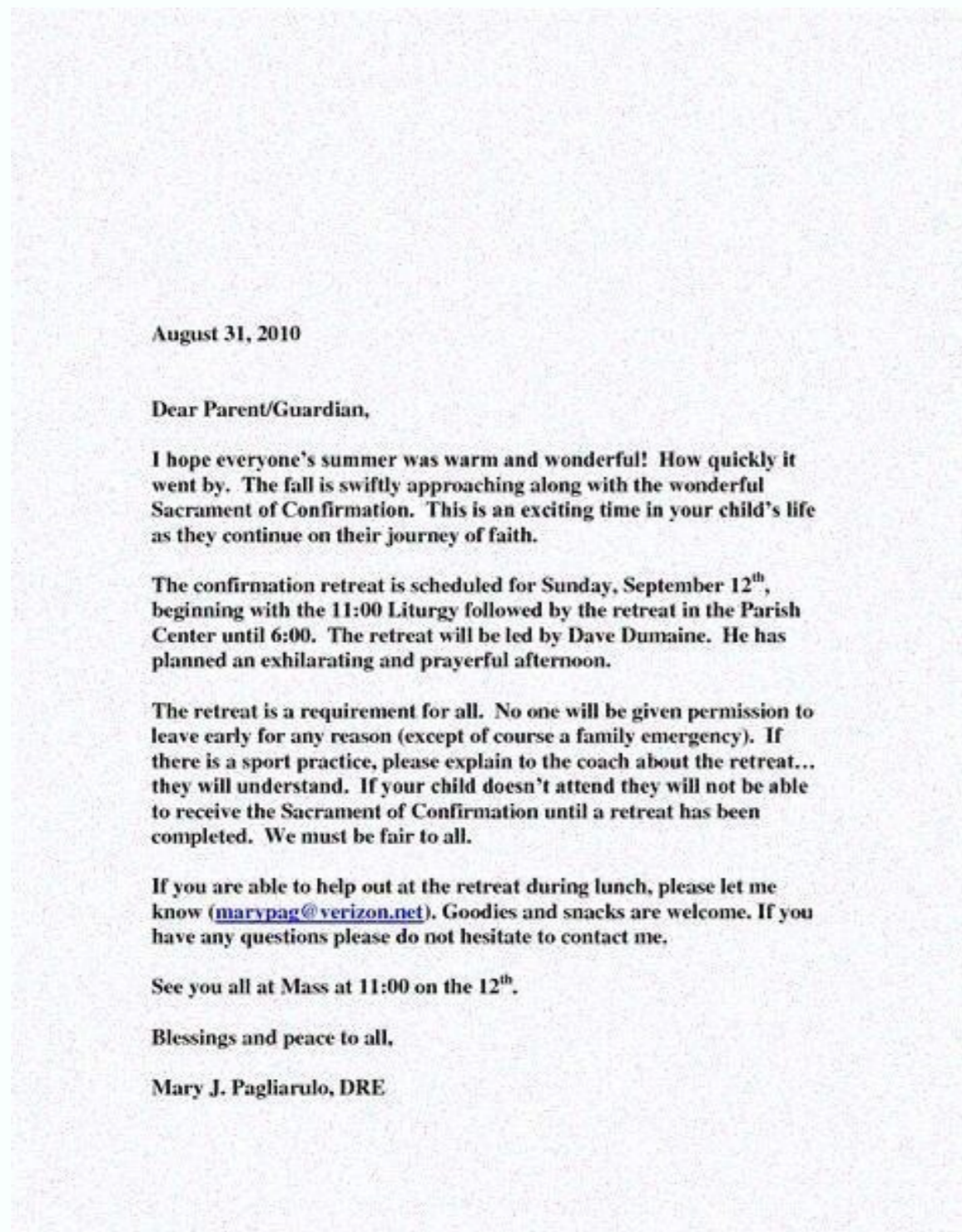
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Catholic confirmation letter examples

GUIDELINESBegin by congratulating the person on being a confirmed as a Catholic.Highlight the characteristics of the person that will help him in the Christian community. Explain how Christianity 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][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 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. 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 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 baptism: It's a sort of coming-of-age moment for young adult Catholics.



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Dear Confirmation Candidates,

We have begun the very special process of preparing for the Sacrament of Confirmation, Spring 2013! Confirmation completes the Sacraments of Initiation and brings the gifts of the Holy Spirit alive in us so that we can take all that we have learned and when we have become and apply it in 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. Some important information included is:

- Confirmation Preparation Expectations
- List of important dates for the upcoming year
- Confirmation Information about
- Sponsor form
- Saint project outline
- How to choose a Confirmation saint
- How to choose a sponsor
- A sample letter to the Bishop
- Sacramental Fee form
- Service Experience Guidelines
- Reflection form

Everyone involved in helping you and your child during this sacramental year is praying that this process of formation be a powerful time of faith, hope, and love.

May the Holy Spirit strengthen you and guide you.

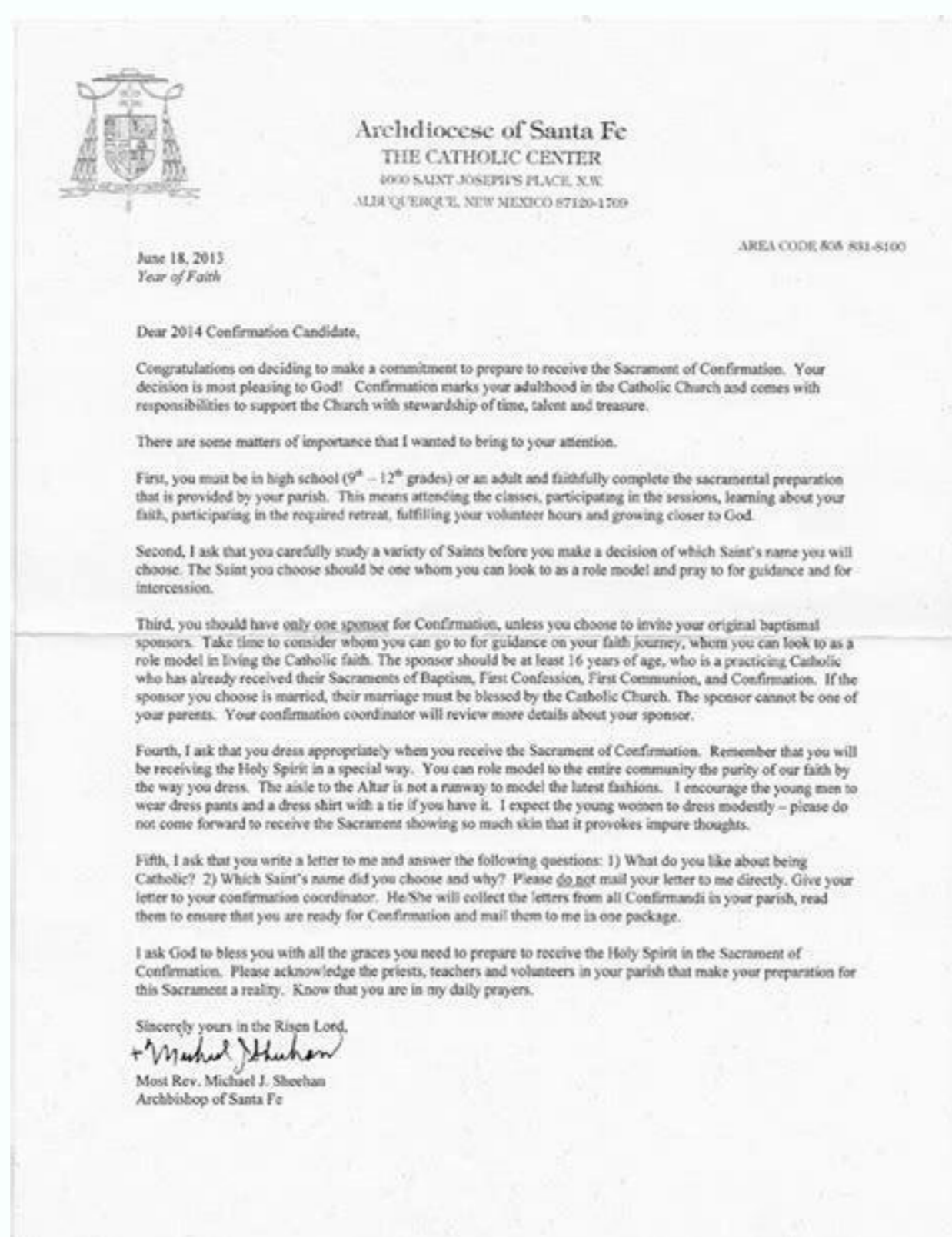
Sa. Peter & Paul Catholic Church
Confirmation Preparation Expectations

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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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. Confirmation is usually completed in high school, and those practicing the sacrament often 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 Church. In 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 process. You should also write a few sentences about the importance of 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 see 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 affect his or her religious experience. Share a few examples of prayers, songs or 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 discuss some of the areas you struggled with and how you persevered. 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.