

EXAMPLE LETTER TO BISHOP

Date: _____

Dear Bishop _____,

Paragraph 1: Introduce yourself. Include that you are from St. Kilian Parish and you wish to be confirmed. Say something about your family, your background, the name of the school you attend and your year in school, your activities, hobbies and/or interests. Introduce yourself!

Paragraph 2: Request the sacrament. Indicate that this is your decision. Tell your reasons for wanting the sacrament of Confirmation; what it will do for you; how it will bring you into closer relationship with Jesus and the Holy Spirit. How will it help you to be a better person? Don't just say – "It will bring me closer to God." DO NOT SAY 'I will become an Adult in the church.' Give some thought to your reason!

Paragraph 3: Explain how you have prepared for the sacrament. It is important that you tell about specific parts of your preparation: your prayer life, your celebration of the other sacraments, your service to others in the community and in the parish, etc. Tell the Bishop about your faith life. You might mention a particular class presentation or topic that particularly enlightened or touched you. You could describe your retreat experience. What have you learned about yourself during the preparation process? Very important: tell the Bishop what type(s) of Christian Service you have done, what you learned, and how it affected you.

Paragraph 4: Tell about the Saint your name is associated with or the name you chose, and background information about the saint. Explain why you chose that Saint name. What does this Saint mean to you?

Paragraph 5: 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 your life. Share what your MISSION will be. How will you be involved in the Church and other areas of service? You might list ministries you are, or will, participate in.

Conclusion: Thank him for taking the time to read your letter. You might include something like - I look forward to meeting you and celebrating this sacrament with you on _____ at Our Lady Star of the Sea.

Closing Salutation: Use Sincerely, Yours Truly, Thank You, Respectfully, In Christ, etc. Make sure it is capitalized and has a comma at the end!

Your Signature - Sign your letter in INK between the salutation and your typed name!!

TYPE YOUR FULL NAME 3 SPACES BELOW YOUR CLOSING SALUTATION to allow for your signature.

SPECIAL NOTE: Candidates are encouraged to write their letters from the heart, but the letter should demonstrate the candidate's understanding of the sacrament, your desire to receive the sacrament, and how this will change your life.