

St Francis of Assisi Church
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Religious Education and Faith Formation for the Family
Educación Religiosa y Formación de Fe para la Familia

REQUEST LETTER TO THE PASTOR

A request letter is the written verification of the candidate's decision to receive the Sacrament of Confirmation. The letter is to be written to our Pastor, Fr. Martin Schratz

The candidate must submit the **TYPEWRITTEN letter (11 pt font and double spaced)**. Please take time to carefully compose your letter. Letters **MUST** be composed and written by the candidate.

You must follow-this format:

- Address the letter “**Dear Fr. Martin**”
- Introduce yourself:
 - giving your full Baptismal name, where you live, your grade and school
 - Tell him something about yourself (**4 sentences**)
 - Tell him something about your family and your background (**4 sentences**)
- Request the Sacrament of Confirmation:
 - Write that you are a Candidate for Confirmation at St. Francis of Assisi Parish
 - Give **3** reasons why you would like to be confirmed (**3 sentences for each reason**)
 - Explain how you have prepared for the Sacrament. It is important that you tell about specific parts of your preparation;
 - your prayer life (**2 sentences**)
 - your celebration of the other Sacraments (**2 sentences**)
 - your service for others exercised at home and within the parish community (**2 sentences**)
- Live out your Catholic Faith
 - Tell him how you will continue to carry out your life of service to God and others through the power of the holy Spirit. (**4 sentences**)
 - Tell him how you plan to make your confirmation in the faith real and alive in the future. (**4 sentences**)
- Sponsor
 - Tell him who your sponsor is and why you chose that person (**4 sentences**)
- Saint name
 - Tell him the name of the saint you chose and why (**4 sentences**)
- Hand sign your letter with your full name.

PROOF-READ WHAT YOU HAVE WRITTEN AND CHECK THE SPELLING