

FORMAT FOR LETTER TO THE BISHOP

The letter MUST BE TYPED

Your Street Address
City, State and Zip Code
Date letter is written

Archbishop of Washington
PO Box 29260
Washington, D.C. 20017-0260

Your Excellency:

Paragraph one – Introduce yourself, tell something about your family and background. What grade are you in and what school do you attend? Is there anything interesting about yourself that you would like to share?

Paragraph two – Request the Sacrament of Confirmation. Give at least two reasons why you would like to be confirmed.

Paragraph three – Tell your saint's name and why you chose that particular saint.

Paragraph four – Tell whom you chose as your sponsor and why you selected that individual.

Paragraph five – Tell a few specific things you have done to prepare for Confirmation. For example, have you received the sacraments more frequently? Have you prayed more frequently?

Sincerely,

Your signature
Your Name