

LETTER TO THE BISHOP

As you complete your Confirmation preparation process, it is required that you write a letter to the Bishop requesting, in your own words, the Sacrament of Confirmation. Letters *MUST be typed*. Use a formal business letter format, and PLEASE sign your letter in ink. Then print your full name below your signature. I will return any illegible or otherwise unacceptable letters to students for correction. Following are some guidelines for your letter:

Begin:

Your Address
City, State
Date

Bishop Thomas Costello
The Chancery Office
240 E. Onondaga St.
Syracuse, New York 13202

Dear Bishop Costello,

Include in your Letter:

1. Your request to receive the Sacrament of Confirmation and your reasons for wanting to be Confirmed.
2. What you have done or still plan to do to prepare for the Sacrament. eg. classes, service, retreat, prayer, sharing with your sponsor.
3. How any or all of the above mentioned in #2 have helped you to grow or increased your understanding of the Sacrament and the Catholic faith.
4. How you see yourself becoming an active, young adult member of the Church, sharing the gifts God has given you with your parish, and/or the community, eg. becoming a lector, usher, greeter, helping teach religion to younger children or the handicapped, visiting the elderly, reaching out to the poor and less fortunate.
5. The confirmation name you have chosen, and why you chose it.
6. Your sponsor's name and why you chose him/her.

End:

Sincerely,
or
Respectfully yours,

Your Signature

Your Printed Name