

# ***A LETTER TO THE BISHOP***

## **REQUESTING THE SACRAMENT OF CONFIRMATION**

You are free to respond to God's call to live your faith more deeply – to worship, witness and serve as a confirmed Catholic Christian. If you wish to receive the Sacrament of Confirmation, write a formal letter of request to Bishop Quinn stating your desire to be confirmed. Follow these guidelines:

### ***GREETING***

Begin your letter with the greeting: Most Reverend John M. Quinn or Dear Bishop Quinn.

### ***BODY OF THE LETTER***

Answer the 4 questions below

**Paragraph 1** - Introduce yourself. Say something about your family or your background.

**Paragraph 2** - Request the Sacrament. Give several reasons why you would like to receive the Sacrament of Confirmation, which is a gift freely given by God.

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 exercised at home, in the community and in the parish, etc.

Paragraph 4 - 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. Ask the bishop to pray for you.

### ***CONCLUSION***

Conclude the letter with “Sincerely” and write **your complete signature**, also typed out your name below your signature

### ***CHECK-LIST:***

- √ Please be sure to check your spelling and grammar.
- √ Your letter needs to be typed in this format:
  - 1.5 spacing
  - 1-inch margins
  - Times New Roman Font
  - Size 12 Font
  - at least 1 page long

Thank you for all your hard work and efforts to prepare yourselves for this important part of your faith journey.

***\* See following sample letters, do NOT copy word for word\****

# Sample Letter

February 25, 2014

Most Reverend John M. Quinn,

Hello. My name is Mark Smith and I am currently preparing for Confirmation. I am 16 years old and I am a sophomore at West High School in Mankato, MN. I have been preparing for Confirmation at St. Joseph the Worker for almost two years now and I want to be confirmed.

I want to be confirmed because I have been preparing for this sacrament and I am ready. I have learned that Confirmation is not the end of my faith life, but just the beginning. I am ready to take my faith seriously, become active in my parish, and live out my faith through service.

I have had several service experiences throughout the past couple of years that have been very meaningful to me. One service project in particular was important to me. I had the opportunity to go on a mission trip with my parish youth group to Texas. There we built houses for people in need. The days were long and the work was hard. But at the end of the trip I could look back on what we accomplished and I realized that we had done a lot for someone in need.

Confirmation means that I am ready and willing. I am ready to live out my faith with the help of the gifts of the Holy Spirit. I feel that I have been well prepared for Confirmation through all of the classes, service projects, faith sharing and small group sessions I have attended.

Thank you for your time.

Sincerely,

---Handwritten Signature Here---

Mark Smith