



HOW TO WRITE A LETTER

To:
Archbishop José Horacio G

A LETTER TO THE BISHOP REQUESTING THE SACRAMENT OF CONFIRMATION

Each candidate is required to write a letter to the Bishop, stating your desire to be confirmed. The letter is *your own description* of your personal faith journey so far.

They are also a reflection on both you and on St. Vincent de Paul Catholic Church,, so please write what is in your heart and take this endeavor seriously.

Here are some guidelines. These topics should be covered, in your own words and style.

All letters should be typed and USE spell and grammar check before submitting your completed letter.

GREETING

Begin your letter with the greeting

Your Excellency, Archbishop Gomez

BODY OF LETTER

- Paragraph 1 Introduce yourself. Say something about your family, your education and your parish.
- Paragraph 2 Request the sacrament. Give several reasons why you would like to be confirmed.
- 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 hours, your sponsor's name and why you chose them and/or your saint's name and why you chose it.
- Paragraph 4 Tell what difficulties young people today face and 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.

CONCLUSION

Conclude the letter by reaffirming your goal to practicing, and learning more about your faith.

End the letter with your signature as shown:

Sincerely,

Father David Nations

Father David Nations

NOTE:

There is no “right” way to write this letter. Everyone’s will be different, as each of you have had a different experience. Most importantly, your letter should be your own work and a personal reflection of your journey.

EMAIL YOUR LETTER TO:

Confirmation Director Silvia Macias at: svdpsmacias@gmail.com

cc your catechists:

- Samuel McGrath (SM): badlands1517@gmail.com
- Kevelyn Lucas (KL): kevelynlucas30@gmail.com
- Ivonne Evelyn Umana (IEU): ieumana7@aol.com

SUBJECT: Confirmation Candidate [First and Last Name] – [Catechist Initials]

{Example: Confirmation Candidate Father David Nation – JC}

ON RECEIPT OF YOUR LETTER:

The confirmation Director will print them out and deliver them to His Excellency Archbishop José Horacio Gomez.

Your must be completed by:

Friday, April 3, 2020.

SAMPLE LETTER 1

Candidate's First and Last Name

Street Address

City, State Zip Code

Phone

His Excellency

The Most Reverend José Horacio Gomez

Archbishop of Our Lady of the Angels

24 Wilshire Boulevard

Los Angeles, California 90010

Your Excellency Archbishop Gomez:

My name is John Smith and I am currently preparing for Confirmation. I am 16 years old and I am a sophomore at (school name). I have been preparing for Confirmation 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 two years including volunteering at a local soup kitchen. It was when I realized, again, how fortunate I am to come from such a good family and live where I do. I am the oldest of three children. I enjoy participating in sports, drama and the events at my parish. My parents are involved in the parish. They have been good role models for what it means to live out my faith. Confirmation means that I am ready and willing to publicly state that my faith is important to me. I feel I am ready to live out my faith with the help of the gifts of the Holy Spirit.

Sincerely,

John Smith

John Smith

SAMPLE LETTER 2

Student's First and Last Name
Address
City State Zip Code

His Excellency
Most Reverend José Horacio Gomez
Archbishop of Our Lady of the Angels
Wilshire Boulevard
Los Angeles, California 90010

His Excellency Archbishop Gomez:

My name is Jane Smith. I am currently in 10th Grade at (name of School) and I belong to St. Vincent de Paul Catholic Church in Los Angeles. I have an older brother and a younger sister. I have lived in Los Angeles all my life. I enjoy playing sports, watching TV, and having fun with my friends. I am writing you today because I want to receive the Sacrament of Confirmation. I want to be confirmed because I want to deepen my relationship with Jesus. I know that when I receive the Holy Spirit, I will be more fully equipped to face the challenges that I will have in the future. I want my Catholic Faith to always be a big part of my life, and that Confirmation will give me the grace that I need to keep it like that. I have done a lot of work in preparation for Confirmation. I began my preparation by reading the Bible, making a Confession, and reviewing important information about Jesus, the Bible and the Church. I have finally chosen my Confirmation saint, who is St. (name), whom I admire so much because (reason). I participated in all of my classes, which taught me a great deal about the Faith. I also completed my service hours, as well as my Confirmation class, which helped me see the importance of serving others, which is something Jesus always likes to see. Once I am confirmed, I will continue to live my Catholic Faith for the rest of my life. I will go to Mass on Sundays, and try to make it to Confession more often. I will continue to learn about my Faith by reading the Bible and listening more closely to those who talk to me about doing the will of God. I look forward to meeting you, your Excellency, when you come to our school to celebrate Confirmation.

Sincerely,

Jane Smith

Jane Smith

QUESTIONS

