

How to write a letter to the Bishop

Write a one page letter, single spaced and no larger than 10pt font asking the Bishop to Confirm you and why you believe you are ready to receive the Sacrament of Confirmation. Also include what you did to prepare to receive the sacrament as well as why you chose the Confirmation Sponsor that you did. What qualities about them helped your decision?

You may place the typed letter in an envelope, but please do not seal the envelope nor do you need to have a stamp for the letter. We will be sending the letter to the Bishops Office all together.

Date the letter at the top of the page.

Address the Bishop: "Dear Most Reverend Oscar A. Solis,"

In the first paragraph: Introduce yourself, tell the Bishop who you are, what parish you are from, what school you attend and things you like to do.

In the second paragraph: Ask to receive the Sacrament of Confirmation, explain what you have done to prepare of the past two years or longer to receive this Sacrament. (This is a great place to describe your prayer life, religious education, the service you provided and how you chose your Confirmation Saint name.)

In the third paragraph: Introduce your Sponsor for Confirmation and explain to the Bishop why you chose this person to be your sponsor. Describe at least three qualities about them that helped your decision.

Closing paragraph: Close with reference to the faith we share with the Bishop, which is of course one of the points in writing him in the first place. You can include any last points you wish to emphasize that you are ready to receive Confirmation. Also be sure to thank the Bishop for his time.

Salutation: Any of the following, or something similar, would be appropriate: "In Christ", "Sincerely Yours in Christ", "In the grace of the Spirit", "Your brother/sister in Christ", etc.

Written signature

Typed Name

Rough draft of typed letter due no later than February 28th. The draft will be corrected and returned.

Final drafts are due no later than March 31st.