

Due no later than Sunday, February 17 (must be turned into class- not emailed).

## Guidelines for Writing a Formal Letter to the Bishop Requesting the Sacrament of Confirmation

You are being asked to write a letter to the Bishop requesting to receive the Sacrament of Confirmation. **Please computer-type or handwrite your letter LEGIBLY in blue or black ink on a nice sheet of unlined paper (not spiral paper).** Please let it be a sincere letter from you. Below is a guideline and template of how to write a formal letter, as well as points that should be included. Be sure the **wording in the letter is your own**. Remember, **please do not send your letter directly to the Bishop**. The individual letters for each parish are collected by the youth minister and delivered to the Bishop as a group.

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Most Reverend Peter F. Christensen  
Bishop of the Diocese of Boise  
1501 Federal Way  
Boise, ID 83705

February xx, 2018 (The date you are writing the letter)

**Open your letter with Dear Bishop Christensen,**

In the **first paragraph**, identify yourself and mention that you are a member of **Our Lady of the Valley**. Explain that you are seeking the Sacrament of Confirmation.

In the **second paragraph**, explain why you want to be confirmed. Provide enough detail to fill a paragraph. (For example, what you have learned through the speakers, Decision Point book, or assignments in your classes, your experiences within the parish and at Mass, the inspiration/example you have received from your sponsor, group leader, your service opportunities).

In the **third paragraph**, mention who you have chosen as your Confirmation saint and why you have selected this particular saint.

For the **fourth paragraph**, here are some other items you might choose from (you do not have to mention them all):

- How will being confirmed make a difference in your life?
- What role has God, and your faith, played in your life?
- Are there people in your life who have influenced your decision to seek Confirmation?
- Explain how you intend to contribute to the parish in the future--not only by attending Mass, but also by volunteering or otherwise enriching the lives of others in the church?
- What are the unique gifts God has given you for the purpose of building up his Church and caring for our brothers and sisters?

**Make the statement once again** that for the reasons you have explained above, you are requesting the Sacrament of Confirmation.

**Close your letter with "Respectfully," or "Sincerely," and sign your name** below.