



Letter to Archbishop or Abbot

A letter requesting the Sacrament of Confirmation from the Archbishop or Abbot is the official way to express your desire to be confirmed. When you write the letter, it should be meaningful and personal. Your letter should express what you have learned and why you want to be confirmed.

Please use the Holy Spirit stationery that is provided. You have a copy in your folder, If you need an extra please email the Confirmation Coordinator, Doug Leikam, dleikam@hscatholic.org

Font: Times New Roman

Font size: 12

Single Spaced

Start your letter with the salutation:

(Dear Archbishop Naumann or Dear Abbot James Albers, once you know who will be the celebrant.)

These must be included in your letter:

- Please state your name, the name of the church where you will be Confirmed and the date of Confirmation.
- Please explain why you want to be confirmed.
- What have you done to prepare yourself for Confirmation?
- Who is your saint and why did you choose him or her?
- Who is your sponsor and why did you chose him or her?
- Please add any other pertinent information, and try to keep your letter to no more than one page.

Possible other things to write on if you need more content:

- Why your Catholic faith is important to you.
- How you hope to use the graces and gifts you will receive to build up the Church.

Letters should be a page long, but not longer.

Be sure to sign your letter at the bottom.

If you turn your letter in with some of the elements missing you will be asked to rewrite it.

