

How to write the Archbishop

Formatting your typed letter

When typing your letter use the following format:

- 12-pt font size
- Times New Roman font
- Single- spacing

I. Salutation and Introductory Sentence

Please address the bishop as “Dear Archbishop Naumann,” (note: do not include quotation marks). Write out your introductory sentence. Make sure it includes your name, your parish, the date you are being confirmed, and why you are writing. (You are writing to explain why you think you are ready to be confirmed)

II. Body of the Letter

Write four paragraphs which discuss: your sponsor, your personal preparation, your saint name, and your spiritual growth.

There should be an introductory sentence to each paragraph. The introductory sentence should let the reader know what topic you will be discussing in the paragraph as a whole. Be sure what you write discusses the topics and answers the questions listed in each section below. Ex. I would like to tell you about my sponsor and why I chose them.

Paragraph 1: Sponsor Information: Who is your sponsor? Why did you choose this person as your sponsor? If your sponsor is your godparent, let the reader know. What have you done with your sponsor to prepare for Confirmation? Catholic Culture experiences? Service? Going to mass or adoration together? Praying together?

Introductory sentence, then Body (4-6 sentences)

Paragraph 2: Preparation for Confirmation: What have you done on your own to prepare for Confirmation? What kinds of service projects have you done? How did you grow from your service? What is your favorite prayer and where do you pray?

Introductory sentence, then Body (4-6 sentences)

Paragraph 3: Saint Information: What Saint did you choose? Why did you choose that

Saint? What specifically drew you to that Saint (be more specific than saying he or she loved God or was holy-why did the saint love God and how did he or she show it?) How will you live a life that is similar to that Saint?

Introductory sentence, then Body (4-6 sentences)

Paragraph 4: Spiritual Growth: How have you grown in your faith this year? What have you learned about Confirmation? What gift of the Holy Spirit have you been praying for? Why that gift? What do you hope Confirmation will do in your life as a Catholic? How do you plan to live a holy Catholic life in high school and beyond?

Introductory sentence, then Body (4-6 sentences)

III. Concluding Sentence

After the fourth paragraph, write a single sentence which concludes the letter. This sentence should thank the Archbishop or Abbot for coming to confirm you while letting him know you are excited and ready to be confirmed.

Signing your letter: End your letter with the words “In Christ,” or “Sincerely,” and then hitting enter three or four times before typing your name. After you print the letter, place your signature in the space you left when you hit enter.

Make sure you review your letter multiple times and have a teacher or parent do the same before turning it in!

Due Date: These need to be turned in a month and a half prior to the Confirmation ceremony.