



GUIDELINES FOR LETTER TO THE ARCHBISHOP

Rough Draft due on or before January 8, 2020 to your Religion Teacher
Final Letter due on or before January 22, 2020 to your Religion Teacher

Before you begin your letter, take some time to pray and ask the Holy Spirit to open up your heart and mind. Remember this letter must be in your own words.

I. Date

II. Salutation

- a. Depending on who will confirm you, address the letter: Dear Archbishop Naumann, Dear Archbishop Jim, or Dear Abbott,

III. Introduction

- a. Introduce yourself. Include your name, the date of your Confirmation, and the church where you will receive Confirmation (Curé of Ars)

IV. Body of Letter (3 short paragraphs)

- a. Explain:
- **Why** you want to receive the sacrament of Confirmation
- b. Explain:
- **Who** is your saint and why you chose this person. **Who** is your sponsor and why you chose this person
- c. Explain:
- **What** you have done to prepare for Confirmation (i.e. service projects, prayer, reading Scripture, Confirmation sessions, retreat, talking to your sponsor and parents, etc.)
What this preparation has meant to you (i.e. give examples or tell a story about something that made an impact on you) and any other details you would like to add.

V. Conclusion

- a. In your own words, thank the archbishop or abbot for coming to confirm you and let him know that you are looking forward to the Sacrament of Confirmation.

VI. Signature

- a. End your letter with the words, such as: In Christ, Sincerely, or God Bless. Leave a few blank lines and then type your first and last name. Your signature must be above your typed name.

****The final letter must be ONE page only and signed by the Student.**

**** Please use Times New Roman 12 point font, single spacing, with 1-inch margins.**

****Proofread your letter and have your teacher proofread it, as well.**

****Turn in your paper unfolded.**