

Guidelines for the letter requesting the sacrament of Confirmation from the bishop

You are to respond to God's call to live your faith more deeply – to worship, witness, and serve as a confirmed Christian. If you wish to receive the Sacrament of Confirmation, write a letter stating your desire to be confirmed to our bishop, Alfred Schlert. Your letter should be handwritten in ink or typed and should follow these guidelines:

Greeting:

Begin your letter with the greeting: **Dear Bishop Schlert,**

Body of Letter:

Paragraph 1: Introduce yourself. Tell something about yourself, your family, and your background.

Paragraph 2: Begin by asking or requesting that Bishop Schlert confirm you. Tell him your Confirmation name and why you choose this name. Give several reasons why you would like to be confirmed. Tell him a little about your sponsor and why you chose him or her.

Paragraph 3: Explain how you have been preparing for the sacrament. Describe specific parts of your preparation: your prayer life, your celebration of other sacraments, your attendance at Mass, and your class activities.

Paragraph 4: Talk about the service you have completed. Give two examples of what you did. Tell him what you will continue to do or hope to do in the future with regards to service and your Catholic life.

Conclusion:

Conclude your letter and sign your full name in ink (pen)!!!!.

NOTE: the words **God, Jesus, Holy Spirit, Catholic, Confirmation, Mass, and Holy Trinity MUST BE CAPITALIZED!** If they are not we may ask you to re-submit your letter. Also make sure you have the right bishop name!!

Your letter is due your first week in class after Christmas break (Jan. 7-9).