

## **Letter to the Bishop**

Each confirmation candidate is expected to write a letter requesting to receive the sacrament of Confirmation. These letters will be addressed to the Bishop who will preside at your confirmation. This is your chance to claim the Sacrament of Confirmation as your own and to show that you are ready to receive the gift of God's Grace.

The Bishop personally reads all letters sent to him, so put some time and thought into your letter. All letters will also be read by the Youth Minister before they are sent to the Bishop.

### **Use the following guidelines to help you write your letter.**

- Letters should be 1-2 pages typed in Times New Roman, size 12 font and **signed by hand**.
- This is a formal letter. Include an inside address:  
Most Reverend \_\_\_\_\_ (Bishop or Archbishop)  
3501 South Lake Drive  
Milwaukee, WI 53207
- Begin with a greeting: Dear Bishop or Archbishop \_\_\_\_\_ and end with a closing: Sincerely, Thank You, etc. followed by your signed and typed name.
- The text of your letter should include the following (in any order):
  - 1. Introduce yourself. Include your name, parish, and a bit about who you are.**
  - 2. Request the sacrament. Give reasons why you would like to be confirmed.**
  - 3. Describe your preparation journey.**
    - a. Write about your retreat experience. What did you like? What did you take away?
    - b. Describe your service hours. How did they impact you? What service will you continue as you move forward?
    - c. Write about your small and large group meetings as well as interactions with your sponsor.
    - d. Include anything else you want the bishop to know about your journey. What did you enjoy? Where have you struggled? What concerns do you have moving into the future? What struggles will you face as a young Catholic?
  - 4. Describe your relationship with God.**
    - a. How has your relationship with God become more important/grown deeper in your life over the course of the past few years (especially over the past year)?
    - b. Describe in specific terms (Mass, daily Bible reading, continued service work, etc.) how you will follow Christ and the Church after being confirmed.
    - c. What goals do you have for the future? What prayer requests do you have?
  - 5. Tell the Bishop what name you have chosen for confirmation and why.**
- Proof read your letter. Use complete sentences and complete words (do not use text message abbreviations; do not abbreviate words such as saint or thank you).

Letters are due at your final interview and will be delivered to the Bishop in one group. **DO NOT mail your letter and do not put it in an envelope.**

Your Name  
123 Your Street  
City, State Zip

March 15, 2015 (Use the date you type your letter)

Most Reverend Bishop Schuerman  
3501 South Lake Drive  
Milwaukee, WI 53207

Dear Bishop Schuerman;

All of your writing should be left aligned in Times New Roman, 12-point font. Skip a line between paragraphs; you do not need to indent new paragraphs. Be sure to use normal margins (one inch all the way around). Your letter should be at least one page and no more than two pages.

This is your chance to introduce yourself to the Bishop. Take your time and write your letter well. Ask someone to proofread your letter before you submit it. You should have properly spelled words; no abbreviations or text-message language should be used. Ask someone to check your grammar and capitalization. Your name, the pronoun I, and God should all be capitalized. This is a formal letter, and your writing should reflect that you have taken this seriously. Sloppy or poorly written letters will be returned, and you will be asked to fix and resubmit your letter. If you are concerned about proper format, grammar, spelling, or the content of your letter, you may send your letter to me or your small group leaders for help.

After writing the body of the letter, type the closing, followed by a comma, leave 3 blank lines, then type your name, all flush left; there is no need to indent. Sign the letter in the blank space above your typed name. You do not need to put your letter in an envelope; you should not fold your letter. All letters are mailed to the Bishop in a single envelope. If your letter is more than one page, please staple it in the upper, left-hand corner.

Closing, (Sincerely, Gratefully, In Christ, etc.)

(hand-written signature goes here; this means you will need to print your letter and sign it with a pen)

Your Name