Sample Letter to the Archbishop

Year 2 Only

The desire to be confirmed ultimately rests on each candidate. It is THEIR CHOICE to take the next step in their Catholic Faith. Therefore, if the candidate wishes to receive the Sacrament of Confirmation, he/she must write a letter of request to our Archbishop, Joseph Naumann, stating the desire. The pastor and the Archbishop will read each letter. If a student/candidate is unable to hand in this request, he/she may be required to have a personal interview with the pastor.

The title for this letter is “Why I Want To Be Confirmed”.

Here are some guidelines for how to write this letter:
The letter should be one page, double-spaced, size 12 font. It should include:

Salutation:

Most Rev. Archbishop Naumann
Savior Pastoral Center
12615 Parallel Parkway
Kansas City, Ks 66109

Greeting:

Begin your letter with the greeting: Dear Bishop (Bishop’s last name)

Body of the letter:

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

Paragraph 2:
Request the Bishop to accept you as a candidate for the Sacrament of Confirmation. Give several reasons why you would like to be confirmed.

Paragraph 3:
Explain how you have prepared for the sacrament. It is important that you tell about specific parts of your preparation; your prayer life, your celebration of the other sacraments, service for others exercised at home, within the parish and within the community.

Paragraph 4:
Tell how you will continue to carry out your life of service to God and others through the power of the Spirit. Tell how you plan to make your Confirmation in the faith real and alive in the future.

Conclusion:
Conclude the letter and write your complete signature.

Place in an envelope with “Archbishop Naumann.” on it. Your name, class (Session time) and teacher should be on the outside of the envelope as well. Please turn in the letter to the RE Office. If you have any questions, please don’t hesitate to contact Karla Melgar (913) 764-0323 ext.103 or kmelgar@spcatholic.org

Deadline: February, 22nd 2017