

OUTLINE: LETTER TO BISHOP AND FR. PAUL

WRITTEN BY CONFIRMATION CANDIDATE

Due: March 2, 2022

Here is an outline for the formal letter that needs to be written to the Bishop and Fr. Paul, requesting the Sacrament of Confirmation. It is to be addressed to the Bishop and Fr. Paul and will be sent to the Bishop along with the letters of all the Candidates from our Area Faith Community.

DO NOT mail it to the Bishop at the Diocese

1. Address Letter to:
 - Dear Bishop _____ and Father Timmerman
2. Introduction:
 - tell who you are, say you are writing *to request the Sacrament of Confirmation*
3. Personal Information:
 - tell a little about yourself, what you like to do, who is in your family, etc.
 - tell the Bishop about your faith life
4. Reason for Confirmation:
 - tell your reasons for wanting Confirmation; what it will do for you; how it will bring you into closer relationship with Jesus and the Holy Spirit
 - Please **DO NOT** say 'I will become an Adult in the church'. This sacrament is your 'final Sacrament of Initiation' or 'becoming a fully initiated Catholic'.
 - tell what you have done to prepare for it
5. Future:
 - Share what your **MISSION** will be. In other words, how will you be involved in the Church and other areas of service - then list ministries
 - include information about your Saint and why you chose him/her
6. Closing:
 - Thank Bishop _____ for the time he took to read your letter
 - use **SINCERELY** or another salutation, leave 3 spaces, then type you full name

- Sign your letter in **INK** between the salutation and your typed name!!

All letters should be in business format and typed on white paper (if you want to use a computer to type it and don't have access to one, let the Parish Coordinator know, we'll let you do it at the office). You only need to type and sign one.

See other side for SAMPLE

(Date)

Most Reverend _____
Bishop of the Diocese of New Ulm
1421 6th Street North
New Ulm, MN. 56073

Dear Bishop _____ and Father Timmerman:

In the first paragraph, include your introduction information and request this Sacrament. (Try to sound friendly and conversational, but be sure to sound polished.)

In the second paragraph, include some personal information... (family information, hobbies, interests, activities, extra curriculars, etc.)

In the third paragraph, include your reasons for requesting the Sacrament of Confirmation. Here you should tell why you want to be Confirmed and especially show that you know what you are asking for in this Sacrament. Of special importance would be to mention the graces that the Sacrament confers. (You might want to refer to the YouCat #203-207, sections on Confirmation and the Sacraments in general, as a help/refreshers...)

In the fourth paragraph, you will include information about your Saint and what personal connection you find with this particular Saint (perhaps what you wish to emulate in your own life, or something that you admire, etc). You will also include two sentences about your MISSION...What you plan to do as a Confirmed Catholic – immediate or long-term.

End your letter with a paragraph which thanks the Bishop for taking the time to read your letter.

Respectfully,

(Signature)

Type your name

SPECIFICS:

- *Your letter should be about one page in length using 1-inch margins and 12-point type.
- *Single space the paragraphs of the letter
- *Be sure to read your letter out loud to someone and use spell check. Please save the letter on your computer so you can redo it if needed.