

How to Write a Letter to the Bishop

As a part of the confirmation process, you will need to write a letter of intent to the Bishop. This letter expresses your desire to be confirmed, and also gives him the opportunity to get to know a little bit about your faith journey. The Bishop will read all of these letters, so if you write something of a little substance or that consists entirely of “knock-knock” jokes, he will know.

Letters should include the following:

- A salutation (**Dear Bishop _____**)
- The reason you would like to be confirmed
- Your confirmation name and why you chose it
- A request to receive the sacrament

Some other items that would be good to discuss in your letter include:

- Something you learned about confirmation in the process
- How your faith journey has affected your life
- How you’ve grown in a relationship with Jesus
- How you intend to live as a disciple
- Why the Catholic Church is important to you
- Who your sponsor is and why you chose them
- What is your confirmation name and why have you chosen it

Please limit your letters to 1-2 pages single-spaced if you can; this is not intended to be a thesis paper about your confirmation process and the Bishop will not be grading it. If you have questions about the letter, please let me know.

Letters will be due October 7th. Please plan to have the letters completed by this date. Above all else be yourself in your letter, remember, the Bishop is not looking for a theological statement. He quite simply wants to learn a little bit about you and why you wish to receive the sacrament. Letters can be printed and turned in at one of the Confirmation sessions. Letters can also be emailed or shared to Elizabeth at elizabeth.fritsch@sfamanitowoc.org.