

Holy Family Catholic Church
Office of Religious Education
Director, Joseph H Munning IV

Confirmation Letter to the Bishop
Due by Noon, Sunday, Mar. 6, 2022
jmunning@evdio.org 812-482-3076

Submit electronically to jmunning@evdio.org. You may email me with questions.

- EITHER in the Body of the Email with the subject line reading: **Letter to the Bishop**
- OR in a Word attachment to an email with the subject line reading: **Letter to the Bishop**
- OR in a Google document shared to jmunning@evdio.org

There are no specific requirements on spacing, margins, font type, or font size. Your letter must be legible. Choose a standard, simple style. After you submit the letter, I will format it to match the same font, spacing, and style as the others. I will NOT proofread your letter for spelling mistakes or poor grammar.

Your letter should contain the date, a salutation, and a closing that includes your name. The body of the letter should answer the following:

- What does confirmation mean to you?
- What confirmation name did you choose and why?
- Who did you choose as a sponsor and why?
- What did you do for service to others, and what did you gain from that experience?

The Bishop does read these letters. In the past, bishops would quote parts of the letters in their homilies without explicitly identifying which students they were quoting from.

Acceptable salutations:

Your Excellency,	(This is standard and formal)
Most Reverend Sir,	(This is very formal and quite old-school if you want to go there)
Dear Bishop Siegel,	(A little less formal but it's common and appropriate for this letter)

Salutations like Dear Joseph Siegel, Dear Mr. Siegel, Dear Bishop Joe, and the like are incorrect and quite frankly rude. Do not address him as Your Grace. That is for Anglican bishops.

Acceptable closings:

Respectfully Yours,	(This is very formal)
Jan Hasenour	

Yours in Christ,	(This is a little less formal, but common and appropriate)
Diane Verkamp	

Sincerely yours in Christ,	or	Sincerely,
Mary Ramirez		Joseph Munning