

## Letter to the Bishop –Outline

- Introduction
  - Introduce yourself
    - My name is \_\_\_\_\_
  - Name your Parish
    - I am a member of Saint Benedict Parish
  - State why you are writing the letter
    - I would like to celebrate the sacrament of Confirmation on TBA
- Tell how you are involved in your Parish
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- State what Confirmation is
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- State why you would like to be confirmed – why is it important to you
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- List and explain some of the things you have learned in class for Confirmation Preparation
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- List some of the service projects you have been involved in and how they have helped you.
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Discuss how you expect to move forward in your faith journey
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Who is your Sponsor and why did you choose him/her? How have they helped you in your faith journey.
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- What name did you choose and why
  - \_\_\_\_\_
  - \_\_\_\_\_
- Sign your letter
  - Respectfully or Sincerely,

This is an outline that you may follow to write your letter to Bishop Guglielmone. You may choose to do it in any order that you wish but this is the information which should be included in the letter. It must be typed and formatted as a letter. Please check spelling, grammar and information. Please submit your letters 3 weeks prior to Confirmation . Once they are completed they will all be mailed to the Bishop's office.

Format :

Date

Bishop Robert Guglielmone  
Diocese of Charleston  
901 Orange Grove Road  
Charleston, South Carolina 29407

Dear Bishop,

Body of letter

Closing,  
Respectfully,  
signature