

## LETTER TO THE BISHOP GUIDELINES

In writing your letter to the Bishop, use the guidelines below, but you only need to pick three paragraphs to tell him about. Mix up the paragraphs so he doesn't feel he is reading the same letter over and over again. Remember he will be receiving over 100 letters from your Confirmation class.

Type "Dear Bishop Burbidge" or "Your Excellency"

Begin the letter by identifying yourself and naming your parish. Explain that you are seeking the sacrament of Confirmation of your own free will (using your own words).

Paragraphs (pick three):

- Explain why you want to be confirmed. Provide enough detail to fill a paragraph. Be specific so the bishop can see that you truly want to be confirmed.
- Tell him personal things about yourself, your hobbies, school interests, family
- Explain what you have been doing to prepare for Confirmation, such as your discipleship hours.
- Identify the person whom you have chosen to be your Confirmation sponsor. Explain why he/she is a good role model for you as a Catholic.
- Tell the Bishop your Confirmation name and the reasons why you chose that particular saint.
- Explain how you will contribute to the parish in the future. Be specific and avoid mentioning things every Catholic should do, such as going to church on Sunday. Instead, discuss how you plan to volunteer or enrich the lives of others in the church.

Finally, thank him for coming to St. Francis de Sales for Confirmation.

Close the letter by typing "Respectfully," and your full name.