

Outline: Letter to Bishop and Pastor

Here is an outline for the formal letter that needs to be written to the Bishop and your Pastor, requesting the Sacrament of Confirmation. This should be turned in no later than **January 17, 2018**. We need to mail them to Bishop LeVoir in one envelope one month prior to Confirmation.

DO NOT MAIL THIS LETTER TO THE BISHOP AT THE DIOCESE

1. Address letter: “Dear Bishop LeVoir and Fr. Timmerman,”
2. Introduction: tell who you are, and say that you are writing to request the Sacrament of Confirmation.
3. Personal information:
 - a. Tell a little about yourself, what you like to do, who is in your family, etc.
 - b. Tell the Bishop about your faith life.
4. Reason for Confirmation:
 - a. Tell your reasons for wanting the Sacrament of Confirmation; what it will do for you – receiving the Holy Spirit; how it will bring you into closer relationship with Jesus and His Church.
 - b. PLEASE DO NOT SAY – “I will become an adult in the Church.” Instead, refer to this sacrament as ‘becoming fully initiated into the Catholic Church’.
5. Tell which Saint you have chosen and why.
6. Future: Share what you are thinking your vocation in life might be. Then, list ways you would like to be involved in the Church in the future, what ministries you might be involved in, how it can help you in college, etc.
7. Closing: Thank Bishop LeVoir for taking the time to read your letter.
 - a. Write: “Sincerely,” or another final salutation
 - b. Leave 3 lines, then type your full name.
 - c. Sign your letter in INK in the blank space between ‘Sincerely’ and name.

If you do not have access to a computer, let your teacher know, and we will let you use one at school or the parish.

READ YOUR LETTER OUT LOUD TO SOMEONE AND USE SPELL CHECK AND GRAMMAR CHECK TO SEE THAT IT SOUNDS OKAY AND IS POLISHED. PLEASE SAVE YOUR LETTER ON THE COMPUTER SO YOU CAN RE-DO IT IF YOU NEED TO.

EXAMPLE LETTER

February 21, 2010

Most Reverend John M. LeVoir
Bishop of the Diocese of New Ulm
1400 6th Street North
New Ulm, MN 56073

Dear Bishop LeVoir and Fr. Timmerman,

[In the first paragraph include your introduction information. Refer to the outline on the reverse side. Try to sound friendly and conversational but be sure to sound polished. Single space the paragraphs of the letter. Your letter should be about one page in length. Use 12-point font.]

[In the second paragraph include your personal information.]

[In the third paragraph, include your reasons for wanting the Sacrament of Confirmation, including the information on the saint and name you chose.]

[In the fourth paragraph, talk about your future, as referred to in the outline.]

[End your letter with a paragraph thanking Bishop for taking the time to read your letter.]

Sincerely,

(student signature written – not printed)

[Typed Student Name]