

A LETTER TO THE BISHOP

REQUESTING THE SACRAMENT OF CONFIRMATION

You are free to respond to God's call to live your faith more deeply – to worship, witness and serve as a confirmed Catholic Christian. If you wish to receive the Sacrament of Confirmation, write a formal letter of request to Bishop Burbidge, stating your desire to be confirmed. Follow these guidelines:

GREETING

Begin your letter with the greeting: Your Excellency,

BODY OF THE LETTER

Paragraph 1: Introduce yourself. Say something about your family or your background.

Paragraph 2: Request the sacrament. Give several reasons why you would like to be confirmed.

Paragraph 3: Explain how you have prepared for the sacrament. It is important that you tell about specific parts of your preparation: your prayer life, your celebration of the other sacraments, your service to others exercised at home, in the community and in the parish, etc.

Paragraph 4: Tell how you will continue to carry out your life of service to God and others through the power of the Holy Spirit. Tell how you plan to make your Confirmation in the Faith real and alive in your life.

CONCLUSION

Conclude the letter and write your complete signature.

Please be sure to check your spelling and grammar.

**** Sample Letter on the back of this sheet ****

Letter to the Bishop – Sample Letter

March 1, 2024

Your Excellency,

Hello. My name is John (Jane) Smith. I am currently in 8th grade and am getting ready to start High School this coming Fall. My family and I belong to St. Theresa Parish in Ashburn, VA. I have an older brother and a younger sister. I have lived in Ashburn for about three years. I enjoy playing sports, watching TV, and having fun with my friends.

I am writing you today to request to receive the Sacrament of Confirmation. I want to be confirmed because I want to deepen my relationship with Jesus. I know that when I receive the gifts of the Holy Spirit, I will be more fully equipped to face the challenges that I will have in the future. I want my Catholic Faith to always be a big part of my life, and I know that Confirmation will give me the grace I need to keep it like that.

I have done a lot of work in preparation for Confirmation. I began my preparation in 7th grade, reviewing important information about Jesus, the Bible, and the Church. I have finally chosen my Confirmation saint, who is St. _____, whom I admire very much. I completed a brief report on him/her for CCD class. I completed all my class assignments and homework, which taught me a great deal about the Faith. I also completed a spiritual activity, as well as found a sponsor, and completed a Works of Mercy Project, which helped me see the importance of serving others, which is something Jesus always likes to see.

Once I am confirmed, I will continue to live my Catholic Faith for the rest of my life. I will go to Mass on Sundays, and try to make it to Confession more often. I will continue to learn about my Faith by reading the Bible and listening more closely to those who talk to me about doing the will of God. I look forward to meeting you, your Excellency, when you come to our Church to celebrate Confirmation.

Sincerely in Christ,

(Signature here)

John (Jane) Smith