

Letter to the (Arch)Bishop

Your letter to the (Arch)Bishop must be typewritten using the following business letter form. Business letter form is a formal way of writing a letter that is important.

This letter will explain in your own words WHY you desire to be confirmed in the Catholic faith.

Business form letter:

Your name

Your street address

Your city name, your state name

The date

Most Reverend Bishop Mark S. Rivitus

(or Archbishop Robert J. Carlson)

Archdiocese of St. Louis

4445 Lindell Blvd.

St. Louis, Missouri 63103

Dear Bishop Rivituso (or Archbishop Robert J. Carlson),

This is called the body of the letter. In this part of the letter, tell a little about yourself and what it means to you to be a member of the one true faith. Then give a reason or two why you wish to be confirmed in the Catholic faith.

Sincerely,

Your signature in ink.

Typed Name

Letter to the Bishop — Sample Letter

Date

Dear Bishop Rivituso (or Archbishop Robert J. Carlson),

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. John the Baptist – Gildehaus Parish in Villa Ridge. I have an older brother and a younger sister. I have lived in (city) for about (length of time) 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 PSR class. I completed all my class assignments and homework, which taught me a great deal about the Faith. I have also completed several service hours which helped me see the importance of serving others, which is something Jesus always likes to see. I have also found a sponsor.

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 in ink)

Typed Name