

## **A LETTER TO THE BISHOP REQUESTING THE SACRAMENT OF CONFIRMATION**

What has changed in your journey to 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 Malone stating your desire to be confirmed. Follow these guidelines:

**The bishop prefers the letters be handwritten not typed on the computer. Letters should be sent to the bishop's office at least 1 month prior to confirmation.**

### ***Step One:***

Begin your letter with a greeting, for example:  
The Most Reverend Francis Malone:  
Dear Bishop Malone,  
Your Excellency,

### ***Step Two:***

Introduce yourself to the bishop, including points such as the following:  
Name  
School attending (especially if attending a Catholic School)  
Something unique about yourself- an interest

### ***Step Three:***

Choose 3-5 points to write about in your letter. Do not feel like you must use these questions only. The following are guiding questions:

1. Something unique about your family or your background.
2. A family activity that has led you to a closer relationship with God.
3. Give several reasons why you would like to be confirmed.
4. Explain how you have prepared for the sacrament through prayer (what has been your routine, favorite prayer, etc.).
5. Explain how you currently celebrate other sacraments in your life.
6. Share about a service experience that challenged you.
7. Share about a time of service when you felt that you received more than you gave.
8. Share how you will continue to carry out your life of service to God and others through the power of the Holy Spirit.

9. Share how you plan to make your being sealed with the Gifts of the Holy Spirit real and alive in your life.
10. Share who is your sponsor and why you choose this person.
11. What does the sacrament of confirmation mean to you?
12. Share an example of someone you can identify as living their life filled with the Holy Spirit.
13. Share what gift or fruit of the Holy Spirit you desire to cultivate in your life.

***Step Four:***

Request the sacrament of confirmation.

***Step Five:***

Conclude the letter. Use a salutation that is appropriate to your age:

Peace be with You,  
Sincerely,  
Yours truly,

And finally, handwrite your complete signature.

**PLEASE BE SURE TO CHECK YOUR SPELLING AND GRAMMAR.**

Thank you for all your hard work and efforts to prepare yourselves for this important part of your faith journey.

**ALL letters should be UNSEALED in an envelope and sent in ONE envelope per Church when sent to the Chancery.  
DO NOT send individually sealed letters.**