

ALL LETTERS SHOULD BE **HAND DELIVERED** TO
THE OFFICE OF RELIGIOUS EDUCATION
(1201 RYAN ST., LAKE CHARLES)

DUE: JANUARY 31, 2025

ALL LETTERS NEED TO BE 3-HOLE PUNCHED,
AND PLACED INSIDE A LARGE ENVELOPE.

DO NOT FAX

**IN ORDER TO RECEIVE CONFIRMATION, CANDIDATES MUST WRITE
A LETTER TO THE BISHOP REQUESTING THE SACRAMENT.**

- The letter should come from the candidate as a personal letter with no quotes from any sources.
- The letter **MUST** specifically request the Sacrament.
- The Letter should *not be longer than one page*.
- The letter should begin with the greeting “Dear Bishop Provost” OR “Your Excellency.”
- The letter should include a formal closing, the candidate’s signature in black pen, and the candidate’s name typed below the signature.

The letter may include some, not all, of the following:

- a. An introduction about the candidate
- b. The importance of God, the Church, and the faith in the candidate’s life
- c. An explanation of the candidate’s understanding of Confirmation or desire to be confirmed
- d. Mention the candidate’s choice of saint or sponsor and reason for the choice
- e. How the candidate hopes to live as a faithful Catholic after confirmation

**The letter should be double-spaced, 12-pt professional font,
without grammatical or spelling errors.**

PCLs and Confirmation coordinators are to read the letters and:

- a. Correct spelling and other grammatical mistakes on the draft
- b. Check content. If it indicates that a candidate has unresolved doubts or negative feelings about Confirmation, the letter should be referred to the Pastor for his intervention.

Bishop's Letter