

## SAMPLE LETTER CANDIDATE SENDS TO THE BISHOP

(TYPE YOUR FULL NAME HERE)

(TYPE YOUR CHURCH HERE)

(ADD YOUR CONFIRMATION DATE  
HERE)

**(Add three-line spaces here)**

Dear Bishop \_\_\_\_\_,

**(Add one-line spaces here)**

Your first paragraph please write what you wish to share with the Bishop about you. You can include anything you feel is important that makes you who you are, including where you are from, what you are involved in, etc.... Make sure to capitalize where needed, add punctuation, and spell all words out, we are not texting!

**(Add one-line spaces here)**

Second paragraph should start with something like (1) "I wish to be confirmed...". (2) List what you think you still need to learn and how you can still grow in your catholic faith. (3) You need to incorporate what you will do to help draw others closer to Christ and His Church; by your words and example etc....

**(Add one-line spaces here)**

Third paragraph is a simple paragraph thanking him for taking the time to read your letter and to say you are looking forward to meeting him on the day of your Confirmation (date will be given to you by your teacher).

**(Add one-line spaces here)**

Sincerely,

**(Add four-line spaces here)**

### ***Basic letter writing information:***

12-point font is large enough

Font should be like the one you see here.

No more than 1.5 spacing (removing spacing after paragraphs).

1" margins should be plenty, you don't need them bigger, but you can go smaller if needed.

You put 4 returns between "Sincerely," and your name so you have room to sign your name ABOVE your name typed out. Make sure to include your full name at the end including your confirmation name between your first and last name. REMEMBER names get capitalized.

Type your First Name Saint Name and your Last Name