

# Outline: Letter to Bishop and Pastoral Leader

Here is an outline for the formal letter that needs to be written to the Bishop and your Pastoral leader, requesting the Sacrament of Confirmation. We will spend some time in Religion class on this. As you will note on the schedule, this is

**Due no later than, March, of Junior Year to Julie Soehren.**

**DO NOT mail it to the Bishop at the Diocese**

1. Address Letter to: "Dear Bishop LeVoir and Monsignor Grams:"
  
2. Introduction:
  - tell who you are, say you are writing *to request the Sacrament of Confirmation*
  
3. Personal Information:
  - tell a little about yourself, what you like to do, who is in your family, etc.
  - tell the Bishop about your faith life
  
4. Reason for Confirmation:
  - tell your reasons for wanting Confirmation; what it will do for you; how it will bring you into closer relationship with Jesus and the Holy Spirit
  - Please **DO NOT** say 'I will become an Adult in the church'. This sacrament is your 'final Sacrament of Initiation' or 'becoming a fully initiated Catholic'.
  - tell what you have done to prepare for it
  
5. Future:
  - Share what your *MISSION* will be. In other words, how will you be involved in the Church and other areas of service - then list ministries
  - include information about your Saint and why you chose him/her
  
6. Closing:
  - Thank Bishop LeVoir for the time he took to read your letter
  - use *SINCERELY* or another salutation, leave 3 spaces, then type your full name
  
  - **Sign your letter in INK between the salutation and your typed name!!**

*Try to keep your letter to one side of the paper*

*All letters should be in business format and typed on white paper (if you want to use a computer to type it and don't have access to one, let Julie know, we'll let you do it at the office). You only need to type and sign one. Julie will copy it and send original to the Bishop and the copy to your Pastoral leader.*

See 'other side'

March 16, 201\_

Most Reverend John M. LeVoir  
Bishop of the Diocese of New Ulm  
1400 6th North Street  
New Ulm, MN 56073

Dear Bishop LeVoir and Msgr. Grams: (use colon)

In the first paragraph, include your introduction information and request this Sacrament. *(Try to sound friendly and conversational but be sure to sound polished.)*

In the second paragraph, include some personal information... *(family information, hobbies, interests, activities, extracurriculars, etc.)*

In the third paragraph, include your reasons for requesting the Sacrament of Confirmation. Here you should tell why you want to be Confirmed and especially show that you know what you are asking for in this Sacrament. Of special importance would be to mention the graces that the Sacrament confers. *(You might want to refer to the YouCat #203-207, sections on Confirmation and the Sacraments in general, as a help/refreshers...)* Also refer to the things you did to prepare for your confirmation.

In the fourth paragraph, you will include information about your Saint and what personal connection you find with this particular Saint *(perhaps what you wish to emulate in your own life, or something that you admire, etc)* . You will also include two sentences about your *MISSION*...What you plan to do as a Confirmed Catholic – immediate or long-term.

End your letter with a paragraph which thanks the Bishop for taking the time to read your letter.

Sincerely,

*Signed student name*

Typed student name

**SPECIFICS:**

- *Your letter should be about one page in length using 1-inch margins and 12-point type.*
- *Single space the paragraphs of the letter*
- *Be sure to read your letter out loud to someone and **use spell check**. Please save the letter on your computer so you can redo it if needed.*

See 'other side'