

### **Candidate's Instructions for the letter to Bishop Quinn:**

**The Bishop letter** should be one page, letter explaining what Confirmation means to you and why you want to be confirmed.

#### **Overview**

Letters should reflect your individual character and style. The following topics are recommended:

#### **Greeting**

Begin your letter with: "Your Excellency" or "Dear Bishop"

#### **Body of the Letter**

1. Introduce yourself. Say something about your family or background
2. Request the sacrament. Give several reasons why you would like to receive Confirmation, which is a gift freely given by God
3. Explain how you have prepared for the sacrament. It is important that you tell about specific parts of your preparation: your prayer life, your conversations with your sponsor, your celebration of the other sacraments, your service to others exercised at home, in the community, and in the parish, etc
4. Tell how you will continue to carry out your life of service to God and others through the power of the Holy Spirit. Tell how you plan to make your Confirmation in the faith real and alive in your life. Ask the bishop to pray for you.

#### **Conclusion**

Conclude the letter with "Sincerely" and write your complete signature. Please be sure to check your spelling and grammar.

#### **Requirements:**

- One full page typed
- 1.5 line spacing
- Font size 12
- No larger than one inch margins

Your letters will be read by Rosemary to check for spelling and grammar and to make sure they are complete. We will not alter your words- this is your opportunity to speak directly to the bishop. Please give it your full effort!