

Guidelines for writing a formal letter to the Bishop requesting the Sacrament of Confirmation

You are being asked to write a letter to the Bishop requesting to receive the Sacrament of Confirmation. Please computer-type or handwrite your letter LEGIBLY in blue or black ink on a nice sheet of unfolded paper (not spiral paper). Please let it be a sincere letter from you. Below is a guideline of how to write a formal letter, as well as points that should be included. Be sure the **wording in the letter is your own**. Remember, **please do not send your letter directly to the Bishop**. The individual letters for each parish are collected and delivered to the Bishop as a group.

~~~~~  
Your street address  
Your city, state, zip code

Most Reverend Bishop Richard J. Malone.  
Bishop of the Diocese of Buffalo  
795 Main Street  
Buffalo, New York 14203

April xx, 2015 (The date you are writing the letter)

**Open** your letter with **Dear Bishop Malone,**

In the **first paragraph**, identify yourself and mention that you are a member of St. John Vianney Parish. Explain that you are seeking the Sacrament of Confirmation.

In the **second paragraph**, explain why you want to be confirmed. Provide enough detail to fill a paragraph. (For example, what you have learned through the years in your classes, your experiences within the parish and at Mass, the inspiration/example you have received from your sponsor, your service opportunities).

In the **third paragraph**, mention who you have chosen as your Confirmation saint and why you have selected this particular saint.

For the **fourth paragraph**, here are some other items you might choose from (you do not have to mention them all):

- How will being confirmed make a difference in your life?
- What role has God, and your faith, played in your life?
- Are there people in your life who have influenced your decision to seek Confirmation?
- Explain how you intend to contribute to the parish in the future--not only by attending Mass, but also by volunteering or otherwise enriching the lives of others in the church?
- What are the unique gifts God has given you for the purpose of building up his Church and caring for our brothers and sisters?

**Make the statement once again** that for the reasons you have explained above, you are requesting the Sacrament of Confirmation.

**Close** your letter with "Respectfully," or "Sincerely," and **sign your name** below.