

Holy Family Parish Confirmation Letter of Intent Guidelines

Date: Place the date of writing along the left margin.

Address: Place the address of the person to whom you are writing along the left margin:

Monsignor William J. Connell
Holy Family Parish
2729 Center Road
Poland, OH 44514

Greeting: *“Dear Monsignor Connell,”*

Personal Background: Include important information about you—do you attend our school or CCD program, how are you involved in the parish, what you like to do in your free time, what you are good at, what kinds of things are important to you, etc.

Main Section: Include your thoughts on each of the following questions:

- Why do you want to be confirmed?
- What gift or gifts of the Holy Spirit do you feel effect you most?
- What Confirmation name have you chosen and how is that name an expression of your commitment to the Church?
- Who is your sponsor and why did you choose him or her?
- How do you plan to be active at Holy Family Parish after Confirmation?

Conclusion: Make some concluding remarks that wrap up the letter, such as *“Thank you for your time and attention in reading my letter.”*

Signature: Use *“Sincerely,” “Thank You,”* or another appropriate ending, followed by your signature. Under your signature, type your name. Under your name, type your address, including zip code.

Length: The entire letter, from the date down to your signature, should cover one page. It should be typed, single-spaced, 12-point font, with standard margins.

Spelling: Please do not rely on your spell check to catch spelling errors. Ask your mom or dad to proofread your letter. Any sloppy or inappropriate letters will need to be re-written. Monsignor Connell and the Director of Religious Education will read all letters.

Due Date: Letters are due no later than January 29, 2012. Please give them to your teacher, to the DRE, or to one of the Office Aides.