

## Writing Your Letter to the Bishop

The Apostles were chosen by Christ to be the first Catholic bishops. In Sacred Scripture, we see that they were the ministers of the Sacrament of Confirmation (Acts 8:14–17, 9:17, 19:6, and Hebrews 6:2). Jesus sent them out with His authority – “as the Father sent me, so I send you.” This authority was passed to the next bishops, all the way down to our bishops today. Our bishops, like the apostles, are therefore the rightful ministers of the Sacrament of Confirmation.

Once you feel that you understand the Sacrament of Confirmation and you have freely decided to accept the gift of this sacrament, **please write a letter to the bishop who will confirm you.**

This letter serves to help the Bishop meet his responsibilities as the shepherd of our Archdiocese and the minister of the sacrament of Confirmation. Bishops personally read each letter to get to know the candidates they will confirm and to ensure that each candidate has the desire to receive the sacrament. These letters are a long-standing tradition!

Please write your letter **using the guidelines on the back page** (a block format letter). Candidates are encouraged to write honestly and from the heart.

**Letters should be emailed to [sacraments@stmaryofthemills.org](mailto:sacraments@stmaryofthemills.org) in a Word (.docx) or Google Doc format ONLY by the due date.**

Because these letters are actually read by the Bishop, your letter will be reviewed for completeness, spelling, and grammar. If your letter does not meet the requirements and needs revision, we will email you specifics about what must be fixed.

*Please make your revisions quickly, as we do mail these letters weeks before our scheduled Confirmation liturgy.*

Your Name  
Your Street Address  
Your City, State, Zip Code

Date of the Letter

The Most Reverend *'Name of Bishop'*  
Auxiliary Bishop of Washington  
P.O. Box 29260  
Washington, DC 20017

Your Excellency:

**Paragraph 1:** Introduce yourself. Tell something about your family, your interests, and your background. Include anything that you would like for the bishop to know about you.

**Paragraph 2:** Request the Sacrament of Confirmation. Show that you know what the Sacrament of Confirmation is. Give the reasons why it is important to receive the gift of the Holy Spirit in Confirmation.

**Paragraph 3:** Explain how you have prepared for the Sacrament of Confirmation. It is important that you be **specific!** For example, talk about your prayer life, your celebration of other sacraments (i.e., Reconciliation and Eucharist), your service to others, what saint you have selected as your patron and why, who you have chosen for your sponsor, and why chose your sponsor.

**Paragraph 4:** Explain how you will serve the Lord more deeply following your Confirmation. In addition, include the ways in which you will try to grow in faith and proclaim the Gospel message throughout your life.

**Closing:** Write a concluding paragraph of your own composition.

Sincerely,

**Sign Your Name Here Electronically** *(search youtube videos on how to do this)*  
<your full name, typed>