

Writing a Letter to the Bishop INSTRUCTIONS

1. Please type your letters using the name and address enclosed in these instructions.
2. Please sign your letters with your signature in pen, followed by your typewritten name.
3. Please submit this letter to your Confirmation Catechist at your meeting on March 3, 2013.
4. Please turn in your letter without folding it and without placing it in an envelope. We will send all the letters together in one envelope. Thanks!

This is the address you want to put at the upper left-hand corner of your letter:

The Most Reverend Robert C. Morlino
Bishop of Madison
702 South High Point Road
P.O. Box 44983
Madison, WI 53719

To write your letter: Begin by writing: “Your Excellency,”

Then, in your own words, write a letter requesting Confirmation. Be sure to include:

1. What are the reasons you want to be confirmed?
2. What part of the preparation process was most helpful to you?
3. When confirmed, what difference will you make? (Personal growth in your relationship to God, service to others, doing God’s work in the world, etc.)
4. Some words of thanks to the Bishop for his time in coming to do the Confirmation at SJV.

Close with < *Respectfully yours in Christ,* “

Sign your letter in pen and type your name under the signature.

It’s that simple! Below is a SAMPLE letter (many others can be found online). DO NOT COPY ANY LETTER YOU FIND—simply write your own letter requesting confirmation! Trust that your words are good enough and that YOU can request to be confirmed using YOUR OWN language.

The Most Reverend Robert C. Morlino
Bishop of Madison
702 South High Point Road
P.O. Box 44983
Madison, WI 53719

January 23rd, 2015

Your Excellency,

Hello. My name is Mark Smith and I am currently preparing for Confirmation. I am 16 years old and I am a sophomore at Kennedy High School in Farmington, MN. I have been preparing for Confirmation for almost two years now and I want to be confirmed.

I want to be confirmed because I have been preparing for this sacrament and I am ready. I have learned that Confirmation is not the end of my faith life, but just the beginning. I am ready to take my faith seriously, become active in my parish, and live out my faith through service.

I have had several service experiences throughout the past couple of years that have been very meaningful to me. One service project in particular was important to me. I had the opportunity to go on a mission trip with my parish youth group to Texas. There we built houses for people in need. The days were long and the work was hard. But at the end of the trip I could look back on what we accomplished and I realized that we had done a lot for someone in need.

Confirmation means that I am ready and willing. I am ready to live out my faith with the help of the gifts of the Holy Spirit. I feel that I have been well prepared for Confirmation through all of the classes, service projects, faith sharing and small group sessions I have attended.

Thank you for your time.

Respectfully yours in Christ,

---Handwritten Signature Here---

Mark Smith