**Letter to the Bishop**

Every Confirmation candidate is asked to write the Bishop and request the Sacrament of Confirmation. The letters should be collected by the parish and sent to the bishop at least three (3) weeks prior to the celebration. In these letters the candidates introduce themselves and their families, briefly share what they've done to prepare for the Sacrament, and state why they have chosen to be confirmed.

It is the current recommended practice that candidates for Confirmation write a letter to the Bishop to request the Sacrament of Confirmation. The Church teaches us that the unifying figure in each diocese is the bishop. St. Ignatius of Antioch, a student of St. John the Evangelist and also the third Bishop of Antioch, wrote to his followers in the year 105AD that wherever the bishop is, the Catholic Church is there. He is quoted as saying, “Let no man do anything connected with the Church without the bishop… wherever Jesus Christ is, there is the Catholic Church.” For this reason, it is important that each candidate express his or her desire to be confirmed in writing to the bishop, who is the principle celebrant for the Sacrament of Confirmation.

**Overview of Letter**

Letters to the Bishop should reflect the individual character and style of each candidate. While honoring the letters as unique expressions, the following topics are recommended to be included in the letter’s body:

**Greeting**
Begin your letter with the greeting: Your Excellency or Dear Bishop _________.

**Body of the Letter**

1. Introduce yourself. Say something about your family or your background.

2. Request the Sacrament. Give several reasons why you would like to receive the Sacrament of 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 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.

**Format Recommendations:**
At least 1 page long
1.5 spacing
1 inch margins
Times New Roman
Size 12 Font

*Please take your time in reflecting on the answers to these questions. These letters may be reviewed before sending to the Bishop for his approval.*