

# LETTER TO THE BISHOP

A PERSONAL LETTER SHOULD BE WRITTEN TO BISHOP GUGLIELMONE TELLING HIM:

1. One paragraph with some personal information (name, age, school, parish etc.)
2. At least two sentences explaining WHAT Confirmation means to you, and WHY you wish to be confirmed.
3. At least one good sentence explaining what your CONFIRMATION NAME is and WHY you chose that name.
4. At least one paragraph explaining SOME OF THE ACTIVITIES YOU ARE DOING OR HAVE DONE TO PREPARE for this Sacrament.
5. At least 1-2 sentences about WHAT YOUR PLANS ARE following Confirmation for making Christ's loving care REAL for those around you.
6. At least 1-2 sentences describing WHAT YOU INTEND TO DO to continue to grow in your faith response to the Holy Spirit.
7. Thank the Bishop for coming to St. Francis and confirming you.

**\*\*\* The first draft can be typed and saved on your computer for easy correction.**

**It is due January 12, 2011. You may e-mail your letter to [ccdoffice@stfrancishhi.org](mailto:ccdoffice@stfrancishhi.org). If you do not have access to a computer, please let me know and I will be happy to type it up for you.**

**\*\*\*The final copy must be carefully typed on 8 1/2 in. x 11 in. paper. It is due April 13, 2011**

**The final copy should not have any crossed-out or misspelled words. Please note: Proper Nouns, i.e., Confirmation, Bishop, Mass, God, Sacrament, Saint should be capitalized. Correct punctuation for a letter should be carefully edited.**

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LETTER FORMAT BLOCK STYLE

DATE

Dear Bishop Guglielmone,

Have a space between each paragraph. Begin a new paragraph for each of the above points. Close with the following:

Respectfully in Christ,  
(Your signature)  
Typed Name  
St. Francis by the Sea Catholic Church