**Confirmation – Letter of Intent (Bishop’s Letter)**

 Hello Confirmation students! As the date of Confirmation quickly approaches there is another thing we need to prepare for. Every Confirmation student is required to write a letter of intent. The letter of intent is a statement written to the Bishop that will be administering the Sacrament of Confirmation to the group asking for the desire to be confirmed. The Bishop that will be administering ours on Sunday May 7th will be announced in time as we still don’t know who exactly it will be.

 The letter itself has some requirements. It is a formal letter with a greeting and salutation. It should cover these topics:

* The candidate’s desire to be confirmed.
* A statement or two about their faith growth – past, present, and future
* A statement about what your Confirmation name is and why you chose it
* A description or their service endeavors and the effect of these on their life.

(Sample)

Dear Bishop,

 Content (Look Above)

Sincerely (or any form of salutation),

 (Your Full Name)

The letter itself has no length. Don’t think of it in terms of writing an English paper. **It should be written in your own words**, and the length should be however long it takes you to finish answering the question. Please keep everything written appropriate. Also, just like in any English paper there is no plagiarism. Do not copy somebody else’s letter, and don’t copy something off the internet.

You may either type it or handwrite it in legible handwriting. \*\*\*The parish staff reserve the right to view the letters to see if the letter requests the sacrament and the person is acting freely.\*\*\*

You will have some time to complete this. Please don’t finish it as fast as you can. Look at what is needed to be written about, and reflect on it. Think about it, and then sit down and write the letter. The due date for the letter of intent is class on **Sunday March 19th**. When you are finished with the letter please put your name on it and place it in an envelope, but don’t seal it! If you have any other questions please call me at the office 414-982-2406.