

# ***LETTER TO THE BISHOP***

## **CCD Students –**

*Due Sunday, March 12, 2023*

*(Turn in to Anne Fackler during CCD)*

## **St. Monica School Students --**

*Due Friday, March 10, 2023*

*(Turn in to Deacon Lucas in Theology Class)*

## **Homeschoolers, & St. Augustine Students –**

*Due Friday, March 10, 2023*

*(Turn in to Anne Fackler in the parish offices)*

**Instructions for Letter to the Bishop—PLEASE DO NOT MAIL YOUR LETTER TO THE BISHOP.** If your letter does not follow the directions, you will be asked to rewrite it until it is correct.

Each candidate is to write a letter to the Bishop expressing his/her desire to receive the sacrament. Since the Bishop cannot be present in each parish to meet the candidates prior to the reception of the sacrament, the letters allow him to get to know something about the candidates and their preparation for the sacrament.

Please use the following format:

(Each number should be a paragraph in your letter).

1. Candidate should introduce him/herself. (family, school, activities, etc.)
2. Candidate should describe what he/she has done to prepare for the sacrament.
3. Candidate should tell the Bishop who his/her sponsor is and why he/she chose that person.
4. Candidate should ask to receive the sacrament, and explain why he/she desires to be confirmed. (e.g. I am writing to request the sacrament of Confirmation because...)

**PLEASE SIGN YOUR LETTER!!!**

**THIS ADDRESS FOR THE DIOCESE IS GIVEN TO YOU ONLY BECAUSE YOUR LETTER SHOULD BE FORMAL. DO NOT SEND YOUR LETTER TO THE BISHOP'S OFFICE.**

## Formal Letter Outline

The Most Reverend Paul Bradley (or new bishop)  
Diocese of Kalamazoo  
215 N. Westnedge Ave.  
Kalamazoo, MI 49007

March 1, 2022

Dear Bishop Bradley (or new bishop),

(Body of letter, your 4 paragraphs)

Sincerely,

**Your signature**

Your name typed