

LETTER TO THE BISHOP SAMPLE

The letter to the Bishop is a letter requesting to receive the Sacrament of Confirmation. Your letter should be personal and sincere but also short and sweet. Be sure to answer all of the questions from the Questionnaire in your letter to the Bishop. Please be aware that Bishop Schuerman does in fact read all of your letters and usually prints copies to bring to the Confirmation ceremony and reads segments of them to the congregation, he will also remember what you write in your letter to him and may ask you about it when you come up to get confirmed.

QUESTIONS TO BE ANSWERED (in whatever order you wish to answer them):

1. What is your Confirmation Name?
2. Why did you choose this Confirmation Name?
3. Who did you choose for your sponsor and why?
4. What volunteer projects did you do to prepare for the Sacrament of Confirmation and what have you learned from them?
5. Why do you wish to receive the Sacrament of Confirmation?
6. How have you grown in your faith life and how do you plan to live it in the future?
7. What is one thing from your personal life that you would like the Bishop to know about you?
8. Are you freely choosing to be confirmed?

I have written a sample letter below to assist you with the formatting of your letter as well as specific language to use. Please note, anything written in italics or red is simply giving you information and should not be written out in your letter (for instance, if *NAME* is written, don't write the word "name" just write your name). Make sure that your letter content (not including your header and signature) is no more than one page (when single spaced). Finally, please be sure to use Times New Roman 12pt. Font as this is the easiest to read.

Please let me know if you have any questions or concerns.

Thanks!

Abby

Abby Wass (*Your Name*)

Confirmation Candidate

St. Martin of Tours

Franklin, WI.

April 1, 2026 (*Date you wrote your letter*)

Your Excellency,

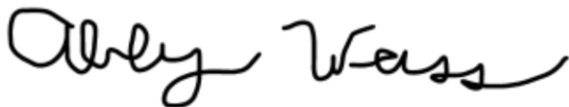
This is the beginning of your letter. This would be a good time to tell the Bishop that you freely wish to receive the Sacrament of Confirmation. It would be good to state why you want to receive the Sacrament as well.

Next, you will probably want to talk about what you have done to prepare for the Sacrament of Confirmation (service projects, things you have learned in class, retreat experiences, etc.) and what you have learned from it. You can tie in what you have learned to how you have grown in your faith and how you plan to live out your faith in the future. It would be a good idea to include information about your Confirmation Sponsor and the reason you chose them here to tie all of it together.

Toward the end might be a good place to talk about your Confirmation Name and why you chose it; especially if it ties into your personal life. This would be a great way to end the letter and introduce something about your personal life to the Bishop.

Finally, tie it all together with a nice and simple conclusion requesting to be Confirmed and reiterating why you would like to be Confirmed.

Sincerely,

A handwritten signature in black ink that reads "Abby Wass". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Abby Wass (*your signature and your name*)