

**A LETTER TO THE BISHOP REQUESTING THE SACRAMENT OF CONFIRMATION**  
**Due April 7, 2025 to the Religious Education Office**

You are free to respond to God's call to live your faith more deeply – to worship, witness and serve as a confirmed Catholic Christian. If you wish to receive the Sacrament of Confirmation, write a formal letter of request to Bishop Burbidge stating your desire to be confirmed. **Please type your letter.**

Follow these guidelines:

**DATE**

**GREETING** Begin your letter with the greeting: Your Excellency,

**BODY OF THE LETTER**

*Paragraph 1:* Introduce yourself. Say something about your family or your background.

*Paragraph 2:* Request the sacrament. Give several reasons why you would like to be confirmed.

*Paragraph 3:* Explain how you have prepared for the sacrament. It is important that you talk 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.

*Paragraph 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.

**CONCLUSION** Conclude the letter and write your complete signature.

Please be sure to check your spelling and grammar.

**\* Sample Letter on the back of this sheet \***

Letter to the Bishop – Sample Letter

April 7, 2025

Your Excellency,

Hello. My name is \_\_\_\_\_. I am currently in \_\_\_\_\_ grade and am getting ready to start High School this coming fall. My family and I belong to St. Luke Parish in McLean, VA. I have an older brother and a younger sister. I have lived in \_\_\_\_\_ for about \_\_\_\_\_ years. I enjoy \_\_\_\_\_ (list some activities you are involved in).

I am writing you today to request to receive the Sacrament of Confirmation. I want to be confirmed because \_\_\_\_\_. I know that when I receive the gifts of the Holy Spirit, I will be more fully equipped to face the challenges that I will have in the future. I want my Catholic Faith to always be a big part of my life, and I know that Confirmation will give me the grace I need to keep it like that.

I have done a lot of work in preparation for Confirmation. I began my preparation in 7th grade, reviewing important information about Jesus, the Bible, and the Church. I have finally chosen my Confirmation saint, who is St. \_\_\_\_\_, whom I admire very much because \_\_\_\_\_. I completed a brief report on him/her for my Religious Education/school class. I completed all my class assignments and homework, which taught me a great deal about the Faith. I found a sponsor, and completed a Works of Mercy Project, which helped me see the importance of serving others, which is something Jesus always teaches us to do.

Once I am confirmed, I will continue to live my Catholic Faith for the rest of my life by doing the following: \_\_\_\_\_. I look forward to meeting you, your Excellency, when you come to St. Luke to celebrate Confirmation.

Sincerely in Christ,

(Signature here)

John (Jane) Smith