

How to Write the Archbishop or Abbot

Name: _____

Date: _____

I. Salutation and Introductory Sentence

Depending on who is going to confirm you, address the bishop as “Dear Archbishop Naumann,” “Dear Archbishop Jim,” or “Dear Abbot” (note: do not include quotation marks). In the space below, write out your introductory sentence. Make sure it includes your name, your parish, the date you are being confirmed, and why you are writing.

II. Body of the Letter

Use the four sections below to write four paragraphs which discuss: your sponsor and/or partner, your personal preparation, your saint name, and your spiritual growth.

There is space provided for you to write an introductory sentence for each paragraph. The introductory sentence should let the reader know what topic you will be discussing in the paragraph as a whole. Be sure what you write discusses the topics and answers the questions listed in each section below:

Paragraph 1: Sponsor Information: Who is your sponsor? Why did you choose this person as your sponsor? If your sponsor is one of your godparents, let the bishop know. If you have a confirmation partner, tell the bishop about him or her. What have you done with your sponsor to prepare for Confirmation? Explain what you have done in sponsor sessions and in your experience packets.

Introductory Sentence: _____

Body (4-6 sentences): _____

Paragraph 2: Preparation for Confirmation: What have you done on your own to prepare for Confirmation? What kinds of service projects have you done? How did you grow from your service? What new prayers have you learned this year? What is your prayer space like (many people don't have a prayer space so you will need to explain what it is)? What do you have in your prayer space?

Introductory Sentence: _____

Body (4-6 sentences): _____

Paragraph 3: Saint Information: What saint did you choose? Why did you choose that saint? What specifically drew you to that saint (be more specific than saying he or she loved God or was holy – why did the saint love God and how did he or she show it)? How will you live a life that is similar to that saint?

Introductory Sentence: _____

Body (4-6 sentences): _____

Paragraph 4: Spiritual Growth: How have you grown in your faith this year? What have you learned about Confirmation? What gift of the Holy Spirit have you been praying for? Why that gift? What do you hope Confirmation will do in your life as a Catholic? How do you plan to live a holy Catholic life in high school and beyond?

Introductory Sentence: _____

Body (4-6 sentences): _____

III. Concluding Sentence

After the fourth paragraph, write a single sentence which concludes the letter. This sentence should thank the archbishop or abbot for coming to confirm you while letting him know you are excited and ready to be confirmed.

IV. Formatting Your Typed Letter

Once you have completed the sections I-III and had them proof-read, use it then type the final form of your letter.

When typing your letter use the following format:

- 12-pt font size
- Times New Roman font
- Single-spacing

Since this letter is not for me but for the archbishop or abbot, **do not include a section at the top which states your name, class period, assignment title.**

Signing your letter: End your letter with the words “In Christ,” or “Sincerely,” and then hitting enter three or four times before typing your name. After you print the letter, place your signature in the space you left when you hit enter.