

Letter of Intention to be Confirmed
Due Sunday, January 28, 2018 to Christian Formation office

Each candidate is required to write a letter to the confirming Bishop or his representative. These letters express a candidate's desire to be confirmed and contain a statement about his/her faith growth, as well as a description of service endeavors and how that service has affected his/her life. The purpose of this letter is to give the Bishop an opportunity to find out a little about each candidate beforehand. It also allows the candidates the chance to communicate personally with the Bishop about his or her feelings, background and hopes about the church. From our experience, the Bishops really do read all the letters. Each letter will be as unique as each individual candidate, but should follow the following basic guidelines.

Format

1. The letter should be typed, single-spaced, using 12-point font, 1 inch margins.
2. Place the **date** of writing in the left or near right margin. Include the year: August 16, 2018
3. **Address** of whom you are writing to, along the left margin: Bishop Jeffrey Haines
The Archdiocese of Milwaukee
3501 S. Lake Drive
Milwaukee, WI 53207
4. **Greeting:** Dear Bishop Haines,
5. **Personal Background** (paragraph 1): Include important information about you – where you are attending school, what you like to do in your free time, what you are good at, what kinds of things are important to you, etc.
6. **Main Section** (paragraphs 2-3):
 - Without exception, include your thoughts on **why** you want to be confirmed as a Roman Catholic.
 - Inform the Bishop as to which **Saint name** you chose as your Confirmation name. **Explain why** you chosen this Saint name – this should include information about the Saint's life. For example, "I have chosen Joseph as my saint name because he is the patron saint of foster parents and I want to be a foster parent."
 - Also, include some thoughts on two or more of the following:
 - How you plan to live out your faith in the future
 - Some personal experiences you have had that have strengthened or challenged your faith
 - Reflections on your personal spirituality
 - What Jesus/God have meant in your life
 - What service you have done in preparation for Confirmation
7. **Conclusion:** Make some concluding remarks that wrap up the letter, such as "Thank you for your time and attention in reading my letter" or "I look forward to meeting you at Confirmation."
8. **Signature:** Use "Sincerely" or "In Christ" or "Thank You" or another appropriate ending followed **by your signature. PLEASE DON'T FORGET TO SIGN THE LETTER! Under your signature, type your name.** Under your name, type your address, including zip code.
9. **Proofread:** Please don't rely only on your spell check to catch spelling errors. Ask someone to proofread your letter. *If you would like feedback before submitting your final copy, please email a copy to Sheri Hanson. Be sure to indicate that it is a draft and that you would like feedback.*
10. **DO NOT FOLD**, since all letters are mailed to the bishop in one large envelope.

As requested by the Bishop, Sheri Hanson, Director of Child & Youth Ministry & Brenda Cline, Parish Director, will read all letters. We will contact you with any questions or concerns.

Sheri Hanson, Director of Child & Youth Ministry
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