

# Letter of Intent

## Requesting the Sacrament of Confirmation

In our diocese, the Bishop requires that all confirmation candidates must make a formal request in writing, asking for the sacrament of confirmation.

This letter should include the following:

1. It should be addressed to the bishop of the candidate's diocese.
2. The request should be stated in great humility.
3. The request should be accompanied by an explanation of why the candidate feels he/she is prepared to receive the sacrament, and the candidate should state his/her **desire** to be confirmed.
4. The letter should also include a brief explanation of the following:
  - Some of the topics studied in JYM, and information on your Confirmation Saint
  - Type of Christian Service you accomplished (service hours)
  - Your personal comments/thoughts about the Church/your faith
  - Some of your JYM experiences (retreat, learning about vocations, etc.)
  - **SEE page 2 FOR A SAMPLE OUTLINE**

### WRITING THE LETTER:

1. Use this information to write a 1<sup>st</sup> DRAFT of your Letter at home (with parents assistance)
2. Bring your 1st DRAFT Letter with you when you check in for your retreat:
  - a. HS (9<sup>th</sup> - 12<sup>th</sup>) - 1<sup>st</sup> Draft due January 27<sup>th</sup>
  - b. 8<sup>th</sup> Grade GUYS - 1<sup>st</sup> Draft due February 17<sup>th</sup>
  - c. 8<sup>th</sup> Grade GIRLS - 1<sup>st</sup> Draft due February 24<sup>th</sup>

### **FOR REVIEW:**

To prepare your student to write this letter, please review the "Confirmation - Study Guide" which lists all the subjects covered in the two year confirmation course. *(Please be sure your student has at least a basic knowledge of the topics listed in this guide.)*

It is not necessary to list everything students have studied during their 2-year preparation. However, students should list a few subjects studied and why this has prepared them to be a functioning Catholic and a defender of the faith.

# Letter of Intent Worksheet

**NOTE To Candidate:** Use this worksheet as a guide to help you in writing your Letter of Intent to the Bishop. In the honor of tradition, the Letter should be handwritten. You should address the Bishop with his correct title, and your request should be humbly stated. You should include reasons why you feel you are ready to be confirmed, and may even list some of the topics you've studied these past two years. Be sure to include comments indicating how your knowledge of the Church/faith has increased in certain areas.

**This is ONLY an example! PLEASE USE YOUR OWN WORDS!**

*(Today's Date)*

*Most Reverend Bishop Kevin J. Farrell:*

*I humbly request to receive the Sacrament of Confirmation this May. I feel I am prepared to receive this sacrament because* \_\_\_\_\_ (list why you feel you are prepared; how you feel about your faith growth so far, etc.)

*In my classes at St. Jude Catholic Church, I have studied many things about our Catholic Faith. Some of the things I have learned is that* \_\_\_\_\_ (here list some of the courses / topics you have studied in class, etc.)

*Community service was also a part of my preparation. I have humbly and lovingly served the Christian community by* \_\_\_\_\_ (list some of the service hours you performed, Mission Week, etc.)

*I have studied the life of St.* \_\_\_\_\_ (list your Confirmation Saint) \_\_\_\_\_ *and have chosen (him/her) for my Confirmation Saint because* \_\_\_\_\_ (list why you chose this Saint, something about their life, what you can learn from them, etc.)

**REMEMBER: The above listed sentences are simply a guide. Use your own words and remember that humility is the key. Use this worksheet to write your SAMPLE letter. You will write your final letter while on retreat.**

**PLEASE HAVE THE 1<sup>st</sup> DRAFT OF YOUR LETTER LETTER WRITTEN BY:**

- **HS (9<sup>th</sup> – 12<sup>th</sup>) – 1<sup>st</sup> Draft due January 27 (bring with you on retreat)**
- **8<sup>th</sup> Grade GUYS – 1<sup>st</sup> Draft due February 17 (bring with you on retreat)**
- **8<sup>th</sup> Grade GIRLS - 1<sup>st</sup> Draft due February 24 (bring with you on retreat)**