

**A LETTER TO THE ARCHBISHOP  
REQUESTING THE SACRAMENT OF CONFIRMATION**

Each candidate is required to write a letter to the Archbishop, stating your desire to be confirmed. The letter is your own description of your personal faith journey so far. It is also a reflection on both you and your parish, so please write what is in your heart and take this endeavor seriously. Here are some guidelines. These topics should be covered, in your own words and style. All letters should be typed and proofed. Please, check your spelling, grammar and format before passing it in.

**GREETING**

Begin your letter with the greeting – His Excellency

**BODY OF LETTER**

*Paragraph 1* Introduce yourself. Say something about your family, your education and your parish

*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 tell about specific parts of your preparation: your prayer life, your celebration of the other sacraments, your service hours, your sponsor's name and why you chose them and/or your saint's name and why you chose it.

*Paragraph 4* Tell what difficulties young people today face and 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 include your complete signature

There is no “right” way to write this letter. Everyone's will be different, as each of you have had a different experience. Most importantly is should be your own work and a personal reflection of your journey.

You should hand your letter to Mrs. Deborah Haggett Director of Faith Formation or Mrs. Antonia Jardine (Holy Angels Campus Office) . You can email your letter but please make sure you have printed and checked your formatting. Email to:

[FaithFormationDirector@OurLadyQueenofAngels.net](mailto:FaithFormationDirector@OurLadyQueenofAngels.net) **and**  
[AdministrativeAssistantFFC@OurLadyQueenofAngels.net](mailto:AdministrativeAssistantFFC@OurLadyQueenofAngels.net) Phone Contact: 203.235.6381

## **SAMPLE LETTERS**

### **SAMPLE 1**

His Excellency,  
The Most Reverend Leonard P. Blair,  
Archbishop of Hartford

My name is John (Jane) Smith. I am currently in 10th Grade at (name of School) and I belong to St. Joseph Parish Meriden, CT. I have an older brother and a younger sister. I have lived in Meriden all my life. I enjoy playing sports, watching TV, and having fun with my friends.

I am writing you today to request to receive the Sacrament of Confirmation. I want to be confirmed because I want to deepen my relationship with Jesus. 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 that I need to keep it like that.

I have done a lot of work in preparation for Confirmation. I began my preparation in 9th grade, reviewing important information about Jesus, the Bible and the Church. I have finally chosen my Confirmation saint, who is St. (name), whom I admire very much because (reason). I participated in all of my classes, which taught me a great deal about the Faith. I also completed my service hours, as well as found a sponsor, which helped me see the importance of serving others, which is something Jesus always likes to see.

Once I am confirmed, I will continue to live my Catholic Faith for the rest of my life. I will go to Mass on Sundays, and try to make it to Confession more often. I will continue to learn about my Faith by reading the Bible and listening more closely to those who talk to me about doing the will of God. I look forward to meeting you, your Excellency, when you come to our Church to celebrate Confirmation.

Sincerely,  
(Handwritten Signature)  
John (Jane) Smith

### **SAMPLE 2**

February 22, 2015

His Excellency,  
The Most Reverend Leonard P. Blair,  
Archbishop of Hartford

My name is John (Jane) Smith and I am currently preparing for Confirmation. I am 16 years old and I am a sophomore at (school name). I have been preparing for Confirmation for almost two years now and I want to be confirmed.

I want to be confirmed because I have been preparing for this sacrament and I am ready. I have learned that Confirmation is not the end of my faith life, but just the beginning. I am ready to take my faith seriously, become active in my parish, and live out my faith through service.

I have had several service experiences throughout the past two years including volunteering at a local soup kitchen. It was then that I realized, again, how fortunate I am to come from such a good family and live where I do.

I am the oldest of three children. I enjoy participating in sports, drama and the events at my parish. My parents are involved in the parish. They have been good role models for what it means to live out my faith.

Confirmation means that I am ready and willing to publicly state that my faith is important to me. I feel I am ready to live out my faith with the help of the gifts of the Holy Spirit.

Thank you for your time

Sincerely

(Handwritten signature)

John (Jane) Smith