

## Letter to the Archbishop or Abbot

Confirmation candidates are required to write a letter to the Archbishop or Abbot explaining why they wish to receive Confirmation. Before you start your letter, take some time to pray and ask the Holy Spirit to open your heart and mind. This letter must be in your own words.

Things to address/consider when writing your letter:

1. Introduce yourself.
2. Explain why you want to receive Confirmation.
3. Explain what you have done to prepare for Confirmation (service projects, prayer, reading Scripture, Confirmation classes, talking with your sponsor, etc.).
4. Explain what this preparation has meant to you. Feel free to give examples or tell a story about something that impacted you.
5. Explain why you chose the person you selected as your sponsor.
6. Explain how/why you chose the particular Saint for Confirmation.
7. It is preferred that you type your letter. If you do handwrite it, please do so neatly.
8. Have someone PROOFREAD your letter.
9. Include the date.
10. Address the letter, "Dear Archbishop Naumann" or "Dear Abbot James". Check with your teacher/catechist on who your celebrant will be.
11. Sign you first and last name then print your first and last name below your signature.

The Archbishop or Abbot will read your letter. He may even refer to what you wrote in his homily. Messy or incomplete letters will not be accepted. You will be asked to rewrite the letter if it is not legible and complete.

If you have any questions, please contact John Williams at (913) 879-1012 or [jwilliams@qhrwea.org](mailto:jwilliams@qhrwea.org).