

# Guidelines for a good letter to your Bishop requesting Confirmation

There is no reason to be nervous about writing to the Bishop. Bishop McGovern very much enjoys reading confirmation letters written to him. Following these guidelines should enable you to produce an excellent letter that is thoughtful and thorough.

## For Looks

- Type the letter and use 12 point Times New Roman font.
- Use single space
- Include the date at the very top with one line of space underneath
- Begin with “**Dear Bishop McGovern,**” as your salutation.
- Indent every paragraph
- No spaces between paragraphs OR one line of space between each (no more).
- One line of space before closing with “Sincerely,” with 3 lines of space for your cursive signature. Use blue or black ink.
- Type your full name below where you will sign.

## For Style

- After the salutation, do not begin with “hello” or any other greeting. Simply say, “My name is...”
- **Vary your sentence structure.** Never begin two sentences in a row the same way and avoid starting two sentences in the same paragraph the same way. This alone will drastically improve most people’s writing.
- **Try to begin every paragraph differently.**
- ~~Don’t~~ Do not use contractions in formal writing!
- Avoid casual or sloppy language.
- Avoid verbal redundancy/repetitiveness. Try not to phrase thoughts the same way twice.
- Reread your letter out loud to check for errors or areas of improvement.
- **Have multiple people edit your letter. This is extremely important!**

## For Content

- **NEVER copy anything word for word from any example/sample letter! That would be plagiarism and it will not be accepted if detected!!!**
- It is perfectly acceptable to quote someone (like a saint) with proper citation(s).
- Always put borrowed ideas in your own words...**completely change the wording.**
- **Give examples** when you make statements. (e.g. “I plan to live out my faith.” HOW?)
- A good paragraph has a minimum of 5 sentences. Do not do the bare minimum.
- Begin with an introductory paragraph telling about yourself.
- Follow with a paragraph about why you want to be confirmed and why you think you are ready. How have you been preparing with your peers and individually?
- Tell about your saint and give details about why you chose him/her.
- Tell about your sponsor and give details about why you chose him/her.
- Tell about how you plan to live out your Confirmation commissioning in detail.
- Conclude with a paragraph thanking **Bishop McGovern.**