

# Sample Bishop Letter Format

**NOTE: This is only a sample. Your letter does not have to look exactly like this but should look equally good.**

Date (Format: January 01, 2022)

(space)

Dear Bishop McGovern,

(space)

My name is (your name here)...(Begin with an introductory paragraph about yourself).

#####  
#####  
#####

(space)

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? #####

#####  
#####  
#####

(space)

Tell about your saint and give details about why you chose him/her. #####

#####  
#####  
#####

(space)

Tell about your sponsor and give details about why you chose him/her. #####

#####  
#####  
#####

(space)

Tell about how you plan to live out your Confirmation commissioning **in detail**. #####

#####  
#####  
#####

(space)

Thank you in advance for coming to (Your parish name)...#####

#####  
#####  
#####

(space)

Sincerely,

(space)

Your Signature here (**cursive**)

(space)

Your printed name here (**typed**)