

Letters to the Bishop

- **Correct grammar, spelling and punctuation are very important** in your letters asking to be confirmed. Look up the format for formal letters in your language book if you are not sure. Type your letter, read it carefully for errors, and have someone else proofread it before you turn it in to your teacher. In your writing, if you use the word God, referring to the one true God, please remember to capitalize the G.
- Begin your letter with the proper salutation. *The Most Reverend Bishop of Lansing, Your Excellency, or Dear Bishop Boyea.*
- Explain why you want to be confirmed.
- Describe how you have prepared to receive the sacrament.
- Tell how you hope to live the gifts of the Holy Spirit in your personal life.
- You may tell who your sponsor is and why you have chosen them.
- You may also wish to state your Confirmation name and why you chose it.
- Close your letter appropriately, then space down three lines and then type your name. The last thing to do is sign your name above the typed one.

The letters will be collected and sent in one envelope to Bishop Boyea. (This is at the request of the bishop's office.)