

Candidate Name: _____

The letter to the pastor should be postmarked (or hand delivered) no later than February 19, 2021.

Letter to the Pastor

(Formal Letter Requesting to Receive the Sacrament of Confirmation)

Who writes the letter?

The letter is written by the person who wishes to receive the sacrament (the candidate). While the parents of the candidate may assist in its preparation, the letter's contents should be the sole work of the candidate.

To whom is the letter addressed?

The letter is written to the Pastor of St. Francis de Sales Catholic Church: Rev. James Gould (see next page for complete address)

What format should the letter take?

The letter is a formal document. It should be typed, or neatly handwritten in INK, on plain, unlined paper or stationery. The confirmandi's name and signature should be affixed to the letter.

PLEASE DO NOT USE PENCIL.

PLEASE DO NOT USE NOTEBOOK PAPER RIPPED OUT OF A SPIRAL NOTEBOOK.

What should the letter contain?

The letter should address the following items:

- The candidate's statement of assurance that he/she feels well prepared to receive the sacrament of Confirmation
- A statement expressing WHY the candidate wishes to receive the sacrament of Confirmation
- A sentence formally requesting permission to receive the sacrament of Confirmation

When is the letter due?

The letter is due no later than February 19, 2021.

Where should the letter be sent?

Letters should be **sent to Father Gould at the parish office** at the address found at the top of the following page. (You may also personally drop off your letter **at the parish office during regular office hours**). Letters may also be dropped off at the Religious Education Office, to be delivered to Father Gould.

Sample Letter to the Pastor

(The following letter is provided as a sample. You may use it for format and ideas, but **your letter should NOT look exactly like this sample.**)

Date

*Rev. James Gould
St. Francis de Sales Catholic Church
37730 St. Francis Court
Purcellville, VA 20132*

Dear Father Gould:

Open with a personal greeting to Father. The purpose of this letter is to request the Sacrament of Confirmation this April with Bishop Burbidge at St. Francis de Sales.

I wish to be confirmed because...

During the past two years (or however many years you have attended religious education classes), I have studied the Catholic Faith and it is very important to me because....

The saint that I chose for my patron for Confirmation is.... The reasons I chose St. _____ are....

To help better prepare me to be confirmed, I also have participated in service to our community and my family. My service involved....

I hope to live my Faith after Confirmation by...

Thank you, Father Gould, for...

A personal conclusion to your letter.

Sincerely,

Your Signature

with

Your name printed or typed underneath your signature