

## PASTOR'S LETTER

### Formal Letter of Request to Receive the Sacrament of Confirmation

**Q: Who writes the letter?**

A: 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 work of the candidate.

**Q: To whom is the letter addressed?**

A: The letter is written to the Pastor of St. John's, Father Charles C. Smith (see next page).

**Q: What format should the letter take?**

A: The letter is a formal document. It should be typed, or neatly handwritten in INK, on plain, unlined paper, or stationary. The confirmandi's name and signature should be affixed to the letter. **DO NOT USE PENCIL. DO NOT USE NOTEBOOK PAPER RIPPED OUT OF A SPIRAL NOTEBOOK.**

**Q: What should the letter contain?**

A: The letter should address the following items:

1. The candidate's statement of assurance that he/she feels adequately prepared to receive the sacrament of Confirmation.
2. A statement expressing WHY the candidate wishes to receive the sacrament.
3. A sentence formally requesting permission to receive the sacrament

**Q: When is the letter due?**

A: The letter is due **before November 15, 2024**. Letters should be placed in an envelope, labeled "Confirmation", and marked to the attention of Father Smith. **Letters should be sent to – or – dropped off at the parish office at the address found at the top of the next page.**

## SAMPLE LETTER TO THE PASTOR

“Sample” means you may use this for ideas, but your letter should **NOT** look exactly like this!

*Date*

*Rev. Charles C. Smith  
Religious Ed Office  
St. John the Evangelist  
271 Winchester St.  
Warrenton, VA 20186*

*Dear Father:*

*Open with a greeting. The purpose of this letter is to request the Sacrament of Confirmation next fall when Bishop \_\_\_\_\_ or his delegate comes to St. John the Evangelist Church.*

*During this past year, 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 Saint/Blessed... \_\_\_\_\_*

*St. \_\_\_\_\_ is well known for...*

*The reasons I chose St. \_\_\_\_\_ for my patron are...*

*As a requirement in preparation for Confirmation, I have participated in service to our community. My service involved...*

*I wish to be confirmed because...*

*Thank you, Father Smith, for...*

*Please say a prayer for me as I continue preparing for the coming of the Holy Spirit in the Sacrament of Confirmation. I will pray for you and your intentions.*

*God bless you.*

*Sincerely,*