

BISHOP'S LETTER TEMPLATE

(DATE)

Bishop's Office
49 Elm St.
Worcester, MA 01608

Dear Bishop: (DO NOT PUT A NAME)

FIRST PARAGRAPH (3 – 5 sentences about who you are, where you live, your age, grade, interests)

SECOND PARAGRAPH (3 – 5 sentences about why you are writing this letter. Confirmation requirement, a chance to put into words the culmination of your 11 years of Religious Education.)

THIRD PARAGRAPH (3 – 5 sentences about why you wish to make your Confirmation. What it means to you personally, to your family, and where you intend to go in faith as an adult)

Sincerely,

Your Name typed, but **signed** above

*Please bring a rough draft to the January 8th Presentation Mass for review or e-mail a copy to karchambault or nnorberg@saintdenischurch.com before the January 8th Mass. The teachers will edit as needed and return for any corrections at the January 22nd class. The **final draft should be completed and returned by the February 5th class.***