

## **St. Monica Parish**

4408 S. Westnedge Avenue

Kalamazoo, MI 49008

269-345-4389

# ***LETTER TO THE BISHOP***

***DUE SUNDAY, MARCH 4, 2018 – CCD***

***DUE TUESDAY, MARCH 6, 2018 – SCHOOL***

**Instructions for Letter to the Bishop—PLEASE DO NOT MAIL YOUR LETTER TO THE BISHOP.** Turn in your letter to your Anne Fackler at the parish office by the due date listed above. A signed Parent Checklist must be turned in with this letter. If your letter does not follow the directions, you will be asked to rewrite it until it is correct.

Each candidate is to write a letter to the Bishop expressing his/her desire to receive the sacrament. Since the Bishop cannot be present in each parish to meet the candidates prior to the reception of the sacrament, the letters allow him to get to know something about the candidates and their preparation for the sacrament.

The following format must be used:

(Each number should be a paragraph in your letter).

1. Candidate should introduce him/herself. (family, school, activities, etc.)
2. Candidate should describe in detail what he/she has done to prepare for the sacrament, both in and out of the classroom.
3. Candidate should tell the Bishop who his/her sponsor is and why he/she chose that person.
4. Candidate should ask to receive the sacrament, and explain why he/she desires to be confirmed. (e.g. I am writing to request the sacrament of Confirmation because...) Tell the bishop why Confirmation is an important sacrament in the Catholic Church.

## **PLEASE SIGN YOUR LETTER!!!!**

**THIS ADDRESS FOR THE DIOCESE IS GIVEN TO YOU *ONLY* BECAUSE YOUR LETTER SHOULD BE FORMAL. DO NOT SEND YOUR LETTER TO THE BISHOP'S OFFICE. PLEASE GIVE IT DIRECTLY TO MRS. FACKLER.**

Use the formal letter templet **EXACTLY** as seen on the following page!!

The Most Reverend Paul Bradley  
Diocese of Kalamazoo  
215 N. Westnedge Ave.  
Kalamazoo, MI 49007

March 2, 2018

Dear Bishop Bradley,

Paragraph #1

Paragraph #2

Paragraph #3

Paragraph #4

Sincerely,

**Your signature**

Your name typed