

## Archbishop Letter Guidelines

1. Write a brief introduction of yourself to Archbishop Kurtz.

Example:

“Hello, my name is \_\_\_\_\_ and I am a Confirmation candidate from St. Gabriel the Archangel Parish.”

2. Talk in a brief paragraph about your sponsor. Why did you choose them as a role model for the Catholic faith. What qualities do you admire about them?
3. Write a brief paragraph explaining what you did as part of your service and how you felt about these experiences. How did it help you grow in your faith with Jesus?
4. Explain in a brief paragraph why you would like to become a full member of the Catholic Church through Confirmation. What does being a Catholic mean to you?
5. Explain in a brief paragraph what gifts of the Holy Spirit you could provide for the Church, and how you intent to live out your Catholic faith in once you are Confirmed.
6. At the end of your letter, formally ask that you would like to become a full member of the Catholic Church through Confirmation.

Example:

“Archbishop Kurtz, I feel ready to become a full member of the Catholic faith and would like to receive the Sacrament of Confirmation.”

7. Thank the Archbishop for taking the time to read your letter.
8. Sincerely, (Your full name.)

Other Details:

- i. 10pt or 12pt font
- ii. Times New Roman (or) Arial only
- iii. Double spaced
- iv. Do **not** space between paragraphs
- v. Make sure to leave a space between “Sincerely,” and your typed name
- vi. Sign your letter in the space after “Sincerely,”
- vii. Proper heading required at the top of the letter

# Sample Letter

<Your Name>

St. Gabriel the Archangel

September 27, 2009

Dear Archbishop Kurtz,

Hello, my name is <Name> and I am a Confirmation candidate from St. Gabriel the Archangel Parish. ...

Thank you for taking the time to read this letter.

Sincerely,

<Your Full Name>

# Sample Envelope

<Mentor Name>



Archbishop Kurtz