

Sample Outline

Required Letter of Intent To Bishop Frank J. Dewane Requesting the Sacrament of Confirmation

This is a guide to be reviewed by the candidates, parents, and/or sponsor when writing the letter to Bishop Dewane.

1. Express your desire or wish to be Confirmed.
2. State why you would like to be Confirmed.
3. State how you have prepared for the sacrament.
4. List ways you have served your brothers and sisters in the parish community. (Your confirmation service hours)
5. Confirmation Name: List ways you intend to imitate the saint's virtues.
6. Express your gratitude and request the Sacrament of Confirmation.
7. End the letter, giving your Full Name, and stating that you are a Confirmation Candidate of Epiphany Cathedral.
8. Letter must be typed neatly and presentable, using a traditional letter format. (See page 2 for suggested format)
9. The letter must be signed by the candidate.
10. Turn the letter in to:
 - a. Church Office
 - b. Director of Religious Education
 - c. Religion Teacher or Catechist

Deadline: Before or at the September Sacramental Preparation Meeting.

Your Name
Your Address
Your City/State/Zip
Date of your letter

Most Rev. Frank J. Dewane
Diocese of Venice in Florida
Venice, FL

Dear Bishop Dewane,

Express your desire to be Confirmed. XXXXXXXXXXXX XXXXXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXX

State why you would like to be Confirmed. XXXXXXXXXXXX XXXXXXX XXXXX
XXXXXXXXXXXXXXXXXXXXXXXX

State how you have prepared for the sacrament. XXXXXXXXXXXX XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXX

List ways you intend to serve your brothers and sisters in the parish community
after you are confirmed. XXXXXXXXXXXX XXXXXXX XXXXXXXXXXXXXXXX XX
XXXXX XXX XXXXXXXX

I chose the confirmation name, _____ . I hope to imitate this
saint by XXX XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Express your gratitude and request the Sacrament of Confirmation. XXXX
XXXXXXXX XXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXX

Sincerely, (or some other proper ending: Example: Thank you very much, Gratefully,)

Sign your name with a pen

Your Full Name
Confirmation Candidate
Epiphany Cathedral