

Saint John Neumann Catholic Church
Office of Religious Formation
8900 Lochaven Drive
Gaithersburg, MD 20882

BISHOP'S LETTER SPECIFICATIONS, FORM, AND OUTLINE

Specifications: *The Bishop's Letter should be exactly ONE page in length. It should be typed in 12pt Times-Roman font, single spaced with one inch margins.*

Form and Outline: *The Bishop's Letter should follow the form and outline below:*

<p>Type your name Type your address include your city, state, and zip code</p> <p>Archdiocese of Washington Pastoral Center Bishop Barry C. Knestout PO Box 29260 Washington DC 20017</p> <p>Type the date</p> <p>Your Excellency:</p> <p>(Paragraph #1) Introduce yourself and tell the Bishop something about yourself.</p> <p>(Paragraph #2) State your desire to receive the Sacrament of Confirmation. Explain to the Bishop <i>why you want</i> to receive the sacrament.</p> <p>(Paragraph #3) State the reasons <i>why you should</i> be confirmed. (<i>For example, state how you have taken your obligations seriously and have studied to prepare.</i>)</p> <p>(Paragraph #4) Explain how this sacrament will impact your life of discipleship for the future. (<i>For example, explain how the Gifts of the Spirit will help you to live out your Catholic Christian Faith.</i>)</p> <p>(Paragraph #5) Conclude your letter by thanking the Bishop.</p> <p>Sincerely in Christ,</p> <p><i>Place your signature here</i></p> <p>Type your name</p>
