

Guidelines for Writing Confirmation Letters

You are required to write two letters for Confirmation. The first is to Bishop Emilio S. Allué who will be administering the sacrament at St. Theresa's this year. The second letter is to Monsignor Helmick. **Both letters must be turned in on or before Tuesday, March 5th.**

Make sure that your writing and signature are neat and your spelling is correct. Please do not use paper that has been torn from a notebook and has a ragged edge. You may use a computer to type your letter. **Don't forget to sign each letter with your full name.**

Do not fold your letters please.

Most importantly, put a good deal of thought into your letters. Take time to really reflect.

*******OUTLINE of LETTER TO BISHOP*******

(Date), 2019

Most Reverend Emilio S. Allué, S.D.B.
10 St. Theresa Avenue
West Roxbury, MA 02132

Your Excellency,

(Introduce yourself at the beginning)

My name is.....and I am a candidate for the sacrament of Confirmation at St. Theresa of Avila Parish in West Roxbury. (Can say a few other things about yourself here.)

The body of this letter should include:

- Why you wish to be confirmed
- How you have prepared for Confirmation/why you are ready
- How you plan to continue to grow and stay involved as a confirmed member of the Church

(End your letter with an appropriate closing)

Thank you.

Sincerely,

(Print and sign your full name)

*******OUTLINE of LETTER TO Monsignor Helmick*******

(Date), 2019

Reverend Monsignor William M. Helmick
10 St. Theresa Avenue
West Roxbury, MA 02132

Dear Monsignor Helmick,

(Introduce yourself at the beginning)

The body of this letter should include:

- Why you wish to be confirmed
- How you have prepared for Confirmation/why you are ready
- The name you have chosen for your Confirmation name. You need to research the saint whose name you have decided to take. You should tell Monsignor Helmick about why you chose that saint.
- The full name (first and last name) of your Confirmation sponsor and why you chose this person

(End your letter with an appropriate closing)

Thank you.

Sincerely,

(Print and sign your full name)