January , 2017

Dear Candidates for the Sacrament of Confirmation:

One of the activities that we do before receiving Confirmation is to write to the person who will administer the Sacrament. On Thursday, April 5, 2015, Archbishop Joseph Naumann will be here to administer the Sacrament of Confirmation. Writing a letter to the Archbishop is an official way to express your desire to be confirmed. When you write your letter, make it meaningful and personal. Don’t make it sound like a form letter. Your letter should be unique and unlike any other from your class. Let it sound like you! Let Archbishop Naumann know about your personal faith journey in preparing for Confirmation. The Archbishop may use these letters when composing his homily for the Confirmation Mass.

**These letters are to be completed at home and returned at class on Wednesday , February 15th.** Neatness, proper spelling, grammar, etc. are required. **This letter must be typed** and printed on stationary or tying paper (notebook paper is not acceptable). All letters will be mailed to the Archbishop in one envelope so please **do not fold your letter or put it in an envelope**.

**Rules/Reminders:**

* Margins: 1 inch
* Font size: 10-12
* Fonts: Calibri, Times New Roman, Garamond, or Arial
* Proper Spelling
* Correct Grammar
* Have someone proofread your final copy
* Sign your name with blue or black pen – above where you typed your name
* Do not fold final copy
* One copy of the letter due in class on Sunday, February 8th.

**See other side of this sheet for a template for typing your letter.**

Your Home Address

City, State Zip

Date (push enter 4 times after this)

Archbishop Joseph Naumann

12615 Parallel Parkway

Kansas City, KS 66109 (push enter 2 times after this)

Dear Archbishop Naumann, (push enter 2 times after this)

Introductory paragraph of why you want to be confirmed. It should be several sentences. XXXXXXXXXX

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Second paragraph tells what you chose to do for service hours. It also should be several sentences long in order to tell him about the different areas of your service, what you learned from doing service, and how you hope to serve others in the future. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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Third paragraph tells who you chose as your sponsor and why. It should be several sentences to explain who they are and your thoughts on why you chose them. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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In the fourth paragraph tell the Archbishop what confirmation name you have chosen and why you decided upon that person to be your patron saint. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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The fifth paragraph is your closing paragraph. If you want to share anything else about yourself or your thoughts about your upcoming Confirmation you can do it here. (push enter 2 times after this)

Your closing (Sincerely, In Christ, etc.) (push enter 4 times after this)

(Sign your name in this blank space after you print your letter)

Your name typed