Letter Writing Template

First, the letter must be handwritten! This is a requirement from Fr. Don that I support. Please make sure it is carefully written and legible. The letter has 5 parts.

First is addressing who the letter is to – Dear Father Don

Second is introducing yourself –

3rd is stating why you are writing – Intention for being Confirmed

Once those parts are complete you should answer 1 question in your letter. Why are you choosing to be confirmed? Fr. Don and I want honesty here. If you is going through Confirmation because of family pressure, because everyone else is doing it, or because you desires it, Fr. Don and I just want to know why. This helps Fr. Don understand the reason these teens are coming to be Confirmed and helps us reach out to you better in the program.

The letter doesn’t have to be long, just a paragraph will be fine.

Finally the 5th step, the closing of the letter.

Sincerely, -  Your Name works perfectly.

# Example Letter

Dear Father Don,

My name is Josh Plandowski and I want to be Confirmed on Saturday, May 5th. I am choosing to be confirmed because I want to grow closer to God and the Catholic Church. I feel that I am ready to take the next step in my faith development. I am excited for this Sacrament and ready to continue to my faith development here at St. John the Evangelist.

Sincerely,

Josh Plandowski