

St. John XXIII Parish  
Confirmation Preparation Program

**Letter of Intent - Revised**

The *Sacramental Guidelines* for the Archdiocese of Milwaukee state:

Letters of Intent should be written to the confirming bishop. Remember that the Bishop will read your letter. He will want to know what has been important to you. This is an opportunity for you to express what is in your heart and mind as you finalize your decision to be confirmed.

**The Bishop also wants to know what your Confirmation name is and who your patron saint is as well as the reasons you chose that name and saint. Please make sure to include this information in your letter!**

**Items to remember as you write your letter:**

- Each letter should be typed in 12-point font, double-spaced, and **no longer than 1 page (if you do not have access to a printer, please email the letter before April 11 so we can print it and you can sign it!)**
- Letters must include the following information in some form:
  - Your name
  - A request to be confirmed and why you wish to receive the sacrament of Confirmation (i.e. “I would like to receive the sacrament of Confirmation because...”)
  - A few details on how you prepared for Confirmation (formation sessions, retreats, service opportunities, etc.)
  - Your chosen Confirmation name/Saint & why you chose him/her
  - Who your sponsor is and why you chose him/her
  - How you plan to make your Confirmation real and alive in your life
  - 1-2 things you would like the bishop to know about you
- Letters should be signed by the candidate in ink (printed first, then signed)

The letter should be written in standard style (see sample on back). It should be sent or turned in to the Youth Ministry Office or St. John XXIII Parish Office no later than **April 11, 2021**. *The Youth Minister will review your letters and send them to the Bishop.* Please type the letter if possible and make sure you check your spelling and punctuation. (Use spell check!) It does not have to be a literary masterpiece, but remember the Bishop does read them. Please contact Maureen Rotramel in the Youth Ministry Office if you have any questions at 284-2102 or [rotramelm@stjohn23rd.org](mailto:rotramelm@stjohn23rd.org).

## Sample Letter of Intent

April 11, 2021

The Most Rev. Jeffrey Haines  
Letter of Intent  
c/o Youth Ministry Office  
1800 N. Wisconsin Street  
Port Washington, WI 53074

***Important: Use this address on all your letters.  
If you mail this letter, make sure to send it to  
this address!***

Dear Bishop Haines

***or***

Your Excellency,

***or***

Dear Most Reverend Father,

My name is \_\_\_\_\_. I am writing to you to express my desire to be confirmed on May 30, 2021 at St. John XXIII Parish in Port Washington. I would like to be confirmed in the Catholic Faith because...

Sincerely yours,

**Make sure you *sign* your name! Put pen to paper!**

Your Name (printed)