

Our Lady of Good Counsel
Letter to the Bishop (Follow These Instructions):
Letter Due: February 13th, 2022

1. The letter is to be typed following the exact format on the other side of these instructions. The Bishop must be addressed appropriately. Your personal signature must be fixed to the end of the letter as in the format on the other side.

2. The letter is to be formal (as per sample). It should include the following:

- A. Request of the Bishop that he Confirm you.
- B. Tell him in your own words that you want to receive the Gift of the Holy Spirit in Confirmation and tell him why you want to receive the Holy Spirit.
- C. Tell him how you believe being confirmed and receiving the Holy Spirit will help you to be a better person and active member of the Catholic Church.
- D. Thank the Bishop in advance for coming to Our Lady of Good Counsel to confirm you.
- E. Tell the Bishop in 2 or 3 sentences what you have been doing for your service project, why you chose that, and what you have been learning by serving others.
- F. End with wishing the Bishop God's Blessings.
- G. Sign your name to the letter.

Your Excellency Most Reverend Manual A. Cruz, D.D
Cathedral Basilica of the Sacred Heart
89 Ridge St.
Newark, NJ 07104

Your Street Address
Your City, State, Zip Code
Date:

Your Excellency:

Begin your letter here by indenting for each paragraph:_____

Begin new paragraph here:_____

Begin last paragraph here:_____

Very Sincerely Yours,

Your Full Name (Print)

Your Full Name (Signature)