

HOW TO WRITE A LETTER TO YOUR BISHOP

DIOCESE OF CALGARY 2025-26



PURPOSE

When you get Confirmed, you are the one choosing to receive the sacrament. No one else can make that choice for you – not your parents, grandparents, or even your Godparents. **It must be your decision.**

One way to show your choice is by writing a letter to the Bishop to tell him that you want to receive Confirmation.

This worksheet will help you plan and write that letter.

CONTENTS

When you write your letter, try to include these things:

- A respectful greeting (for example, Dear Bishop McGrattan,)
- A short introduction about yourself (your name, age, and school)
- A clear reason for your letter (to tell the Bishop that you want to receive Confirmation)
 - A few reasons why you feel ready for Confirmation
- A short explanation of why you chose your Confirmation Saint and/or Sponsor
 - A kind closing to wish the Bishop well
 - A respectful ending (for example, Sincerely,)

OTHER CONSIDERATIONS

Writing a letter to the Bishop is not the same as texting or emailing a friend.

Keep these things in mind:

- Use respectful language (avoid slang or short forms like “u” or “thx”)
 - Use good punctuation and capital letters
 - Check your spelling and grammar before handing it in
- Write it yourself – the Bishop wants to hear your thoughts and your heart

 BRAINSTORM 

Use these questions to get ideas before you start your letter:

What are a few things I would like the Bishop to know about me?

Blank response area for the question: "What are a few things I would like the Bishop to know about me?"

What makes me think that I am ready to receive Confirmation at this time?

Blank response area for the question: "What makes me think that I am ready to receive Confirmation at this time?"

Why did I choose my Confirmation Saint or Sponsor?

Blank response area for the question: "Why did I choose my Confirmation Saint or Sponsor?"

What is something nice I can say to the Bishop to conclude my letter?

Blank response area for the question: "What is something nice I can say to the Bishop to conclude my letter?"

 SAMPLE LETTER 

An example of what a letter to the Bishop might look like is given below.

Dear Bishop McGrattan,

My name is Jonathan. I am a Grade 6 student currently studying at Divine Mercy school in Calgary.

I am writing to let you know that I have decided I would like to receive Confirmation with my classmates this year.

While going to my Confirmation gatherings, I have become confident that I am ready to receive this important sacrament at this time. The first reason I feel ready is because I see that God is calling me to spread His love. The second reason is that I have kept all of the promises I made at the beginning of my Confirmation program. And the third reason is that I very much enjoyed my Discipleship Project – I began singing in the choir – and I really want to continue serving the Church in this way.

To help me grow in my faith, I chose my grandmother as my Confirmation Sponsor. She is the best Catholic I know. She goes to Mass every Sunday. She really likes Confession. And she teaches us grandkids how to pray the Rosary. I think I can learn a lot from her about Jesus, the Bible and how to be a good person.

I learned in my Religion class, Bishop, that you are able to send the Holy Spirit upon me and my classmates. Thank-you for giving us this gift. I hope the Holy Spirit blesses you as well.

I look forward to seeing you soon, Bishop.

Sincerely,

J. Smith

Jonathan Smith