

LETTER TO THE ARCHBISHOP TEMPLATE

Due May 15

DATE:

The Most Reverend
Richard W. Smith
Archbishop of Edmonton
Pastoral & Administration Offices
8421 101 Avenue
Edmonton, AB T6A 0L1

GREETING: Dear Archbishop Smith,

BODY OF THE LETTER:

PARAGRAPH ONE: Introduce yourself. Tell something about your family, your age, grade and name of your school.

PARAGRAPH TWO: Request the Archbishop to accept you as a candidate for the Sacrament of Confirmation at St. Thomas More parish. Give three reasons why you would like to be confirmed.

PARAGRAPH THREE: Explain how you have prepared for the sacrament. It is important that you tell about specific parts of your preparation, your prayer life, your celebration of the other sacraments, your service for others exercised at home, within the parish and within the community.

PARAGRAPH FOUR: Tell how you will continue to carry out your life of service to God and to others through the powers of the Holy Spirit. Tell how you plan to make your Confirmation in the faith real and alive in the future.

CLOSING & SIGNATURE: Conclude your letter by clarifying the purpose of your letter. Sign off with words like: Sincerely, Yours truly, In Christ. Type your name 4 spaces below and then sign in the space between your sign off words and your name.

* See sample letter on the next page. Please do not copy, except the address & format.

March 9, 2022

The Most Reverend
Richard W. Smith
Archbishop of Edmonton
Pastoral & Administration Offices
8421 101 Avenue
Edmonton, AB T6A 0L1

Dear Archbishop Smith,

My name is Julie Lee and I am twelve years old and in grade seven at Archbishop Joseph MacNeil school. My parents and three brothers came from Korea when I was three years old. We have been attending St. Thomas More ever since.

I would like to be accepted as a candidate for the Sacrament of Confirmation at St. Thomas More parish. I would like to be confirmed because I... Another reason I would like to be confirmed is... I also want to be confirmed because...

I have prepared for the sacrament by attending all the sessions at the parish and completing all my assignments and homework. I learned that we renew our Baptismal promises in Confirmation and that the Holy Spirit gives us the gifts we need to bear the fruits. What resonated with me was... My family and my sponsor also helped me to prepare by going to Mass together and praying together. As part of my service project, I participated in the Synod listening session, where we asked the Holy Spirit to guide us so that we can hear what God is saying to us.

As a fully-initiated Christian, I plan to live as a disciple of Jesus by loving God and others. For my saint report, I chose Saint Thérèse of Lisieux and I was inspired by how she sought to do ordinary things with extraordinary love. To show my love and serve my parish community, I will continue to be an altar server and lector, and join the youth choir this year. I will also...

I am thankful to everyone who helped me prepare for this sacrament. Confirmation means I am ready to live my faith every day. I look forward to being confirmed and living my faith in the "little way" of Saint Therese.

In Christ,

Julie Lee

Julie Lee