

# St. Anne Catholic Church

## Bishop Letter Guidelines

### 2020/2021

As a reminder, your letter to the bishop functions as your formal request to receive the sacrament of Confirmation. Your letter should:

- Address why you want to receive Confirmation
  - Provide examples of your experience with preparation (i.e. prayer, retreat, service, class time)
  - Include your saint name and an explanation as to why you chose that name
  - Conclude with a “thank you” to the bishop
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All three drafts of your letter should include the above information and should follow the guidelines below:

#### **Heading**

Please date the first draft of your letter **January 3, 2021**. Your heading should appear as follows:

January 3, 2021

Your first and last name  
Your street address  
City, State, zip code

Bishop Jeffrey Haines  
3501 S. Lake Dr.  
P.O. Box 070912  
Milwaukee, WI 53207

The ***second draft*** of your letter should be dated **February 7, 2021**.

The ***third draft*** of your letter should be dated **March 7, 2021**.

#### **Formatting**

- Please use size 12 Times New Roman font. If your computer does not host the Times New Roman font, please select a similar font such as Cambria.
- Your letter should be double-spaced. Please do not quadruple space between paragraphs.
- Paragraph should not be indented (i.e. tabbed to the right)

### **Capitalization**

The following words should be capitalized:

- Church (when referring the universal Catholic Church and not a physical building - i.e. our parish)
- Confirmation
- Mass

*\*The word “sacrament” does not need to be capitalized.*

### **Signature**

- On your third and final draft, please include your signature before your typed full name
- Example:

Sincerely,

(Signature)

John Smith

### **Additional Submission Notes:**

Please review the individual feedback I share with you for each of your drafts and revise your next draft accordingly.

Please thoroughly proofread your drafts before submitting.

**Each draft of your letter should be submitted to me via email as a Word or Google Doc. Your drafts should be sent to [mmowry@saint-anne.org](mailto:mmowry@saint-anne.org). Please DO NOT insert your letter into the body of an email or send a screenshot/photo of your letter.**