

St. Anne Catholic Church

Bishop Letter Guidelines

2021/2022

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 9, 2022**. Your heading should appear as follows:

January 9, 2022

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 6, 2022**.

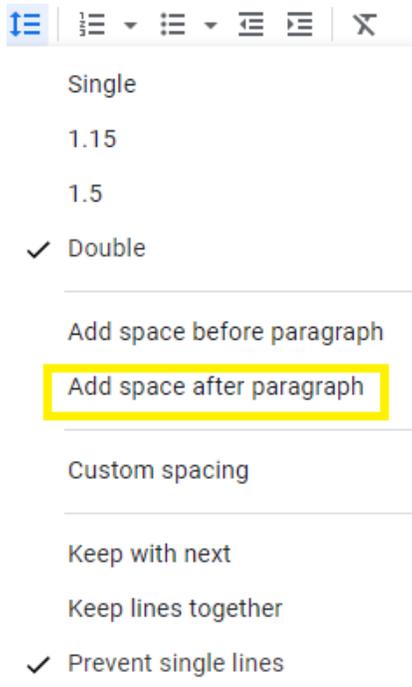
The *third draft* of your letter should be dated **March 6, 2022**.

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.
- Paragraphs should not be indented (i.e. tabbed to the right)

Spacing

- Please try to fit your letter on a single page. If you are unable to do so, you may single space your paragraphs. **There should be space between your paragraphs. Please review the following instructions for how to properly space your paragraphs.** These instructions apply whether your paragraphs are single or double spaced.
 1. Move your cursor to the final sentence in your paragraph and click after the period.
 2. Click on this  icon at the top of your document toolbar.
 3. Click on the "Add space after paragraph" option in the dropdown menu.



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. Please DO NOT insert your letter into the body of an email or send a screenshot/photo of your letter. Thank you!