**Letter of Intent for Confirmation**

One sign of maturity is when individuals are able to ask those outside their family for what they need and want. Since Confirmation is a sacrament of maturity, it is important for the candidate to ask for this sacrament. Each candidate must write a letter of intent addressed to the Pastor, Fr. Gary Michalik, and to our Confirmation Coordinator, Mary Jo Parnell. The purpose of this letter is for the candidate to demonstrate in writing his/her desire to be Confirmed and willingness to make a commitment to their faith. Please use the following as a guide for the letter.

**Date:** Place the date of writing along the left margin.

**Greeting:** Dear Fr. Gary Michalik and Mary Jo Parnell,

**Personal background:** Include important information about you – do you attend our SCAP or Traditional program, how are you involved in the parish, what do you like to do in your free time, what are you good at, what kinds of things are important to you, etc.

**Main section:** Include your thoughts on each of the following questions:

* What is the role of faith in your life?
* Why do you want to be confirmed?
* What gift or gifts of the Holy Spirit do you feel affect you the most?
* What Confirmation name have you chosen and how is that name and expression of your commitment to the Church?
* Who is your sponsor and why did you choose him or her?
* How do you plan to be active at St. Colette Parish (or your home parish) after Confirmation?

**Conclusion:** Make some concluding remarks that wrap up the letter, such as “Thank you for your time and attention in reading my letter.”

**Signature:** Use “Sincerely” or “Thank you” or another appropriate ending, followed by your signature. Under your signature, type your name. Under your name, type your address, including zip code.

**Length:** The entire letter, from the date down to your signature, should cover one page. It should be typed, single-spaced, 12-point font, with standard margins.

**Spelling:** Please do not rely on your spell check to catch spelling errors. Ask your mom or dad to proofread your letter. Any sloppy or inappropriate letters need to be rewritten.

Please note: Fr. Gary Michalik and Mary Jo Parnell will read all letters.