Guidelines for Formatting of Letter to the Bishop:

Writing a letter to a Bishop is a formal letter, as we need to respect the authority of the Bishop and what his chair as a Shepherd of God’s people represents. With this in mind, please abide by the following guidelines:

1. If handwriting your letter:
	1. Use lined paper
	2. Tear off perforated edge if torn out of a notebook
	3. If you do not have legible handwriting, please type your letter!
	4. Sign your name at the end of the letter
2. If typing your letter:
	1. Please use Times New Roman
	2. 12 point font
	3. Do NOT use emojis or emoticons
	4. Please leave room for your signature at the bottom
3. Only use white paper- no construction paper!
4. Do not draw on the letter
5. Letter should express all of the ideas presented in Letter to the Bishop handout
6. Letters should be more than 1 paragraph long
7. Please do NOT fold letters or place them into an envelope (we will send them to the Bishop in a single packet together)
8. Please see sample letter on the back!

Home Address on Top-

Left without your name

Date

Most Reverend Dennis J. Sullivan, D.D

Bishop of Camden

631 Market Street
Camden, NJ  08102

Either “Your Excellency” or “Dear Bishop Sullivan”,

Paragraph 1: For the body of the letter, please refer to the handout that you were provided! Be respectful and polite, this is a formal letter and we should always address Church leaders with respect (Bishop Sullivan does a lot for us!). Be sure to have an adult check for typos and grammar errors.

Paragraph 2-3: Continue with thoughts based upon talking points from the handout. This is your time to let the Bishop get to know you, get an idea of your faith journey so far, and see what you have learned. Be yourself and pray that the Holy Spirit assist you in writing this letter. Keep in mind that the Bishop is the one who administers the sacrament of Confirmation, so let him see that you are ready to participate!

Respectfully yours in Christ,

(Leave space for your signature)

Typed Name (if typing letter)