*Sample letter from parents*

Date

Rev. Scott Emerson

Attn.: Confirmation Request

5313 Flad Ave

Madison, WI 53711

Dear Father Emerson,

With this letter we wish to present our children,

Joseph Patrick Smith, age 14,

and

Mary Elizabeth Smith, age 12,

to receive the Sacrament of Confirmation from Bishop Donald J. Hying at your parish on Thursday, August 27th, 2020. We, as their parents, attest that our children have been suitably instructed and prepared for this sacrament. We will do our best to make certain that they are properly disposed to receiving the sacrament, that they will understand (insofar as is possible) what the sacrament is, and will approach of their own free will and free from grave sin. They will be able to renew their Baptismal promises and have a basic understanding of what it is that they profess. We also promise to offer every opportunity for their continued formation and maturation in the faith.

With us, both children belong to St. Philibert Parish, 325 Church St., Oshwakaukee, WI 53999. Mary Elizabeth was baptized at our current parish, but Joseph was baptized at St. Mechtilde Parish, 121 8th Street, Stevenstown, OH, 45999. The sponsor for Joseph will be his uncle, Peter Paul Smith and for Mary will be her aunt, Anne Margaret Smith. Both sponsors are over the age of sixteen and are practicing Catholics who have been Confirmed themselves.

Here attached you will find the annotated Baptismal certificate for Mary. Joseph’s certificate will be sent directly to you from St. Mechtilde Parish in Stevenstown, OH in the coming days. Also attached is a letter from our pastor, Fr. Rob McBoberts, acknowledging his awareness of our request to participate in this ceremony and confirming that he knows of no serious impediments to either of our children receiving the sacrament.

If you need anything further of us, please don’t hesitate to be in touch either by phone (608)555-3232, or by email – smithaloo012@gmail.com

We look forward to being with you on August 27 and promise our prayers. Thank you for all your work in making possible this Confirmation in the Extraordinary Form.

Sincerely,

Michael and Gabriella Smith

Cc: Rev. Rob McBoberts, Pastor, St. Philibert Parish, Oshwaukaukee