

# April, 2021



## Both “Letters” are due by April 11 (along with the Information Record)

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### Candidate’s Letter of Intent

**This month**, you will write a letter to Fr. O’Neill, letting him know that you intend to receive Confirmation on May 17. **It is due to Pat Howard no later than April 11.** Give the letter to Pat Howard, who will then forward it to Fr. Tony after recording that it has been turned in. **Do not give or send it directly to Fr. Tony. Thank you!**

The following is a possible outline for your letter. *Please type your letter and print it on white paper.*

**Dear Fr. Tony O’Neill,**

- Introduce yourself, being sure to include why you are writing the letter (because you are asking his prayers as you prepare to receive the Sacrament of Confirmation on Monday, May 17) and telling a few things about yourself.
- Talk about what you did to prepare for this sacrament. What were your favorite pieces of the process? What was your sponsor like? What did you learn about God, the Church, and yourself throughout this year?
- Why do you look forward to receiving the Gifts of the Holy Spirit? What difference will this make in your life? How do you think you will serve God, the Church, and the world after receiving Confirmation?
- Are there people for whom you wish to express gratitude in this letter, such as sponsor, family, catechist, teacher, neighbor, etc.?
- Finally, express gratitude to Fr. Tony for his time reading your letter and for his prayer as you receive this sacrament on May 17.

**Use paragraphs,**  
not this “bullet point”  
format, and *do not feel*  
restricted to either this  
list or this order.

Be sure the letter  
expresses ... you!

Sincerely, [or] Peace, [or] Gratefully, (or something similar)

YOUR NAME – *signed by hand*  
[followed by]

YOUR NAME – TYPED BELOW YOUR SIGNATURE

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### Sponsor’s Letter of Support

**Also due by April 11** is the Sponsor’s letter of support. She or he writes Pat Howard a letter expressing support and affirmation as the candidate is about to receive Confirmation. (Perhaps several of the above bullet points can be used when writing about one’s candidate.) **The candidate’s full name must be included very clearly and noticeably at the BEGINNING of the letter!**



**Letters may be dropped off at the church or sent to:**

**Pat Howard**  
Church of St. John Neumann  
4030 Pilot Knob Rd.  
Eagan, MN 55122  
*Pat.Howard@sjn.org*  
*fas:651-454-0860*

*Though written to  
Pat Howard, the  
candidate will  
eventually receive  
the sponsor’s letter.*