

## HOW TO FORMAT A LETTER TO BISHOP

1 Should be Times New Roman 12point font  
2 Numbers on the side bar are spaces they should not be typed on your letter

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Today's Date

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Most Reverend George Leo Thomas, Bishop of Las Vegas,

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Introduce yourself briefly and let him know you are writing from St Francis of Assisi Roman Catholic Church in Henderson, NV.

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Your first paragraph should answer one of the following questions: What is one thing you learned about your faith? Or Where/how did you experience Jesus in the process?

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Your second paragraph must express your desire to receive the sacrament.

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End by thanking bishop for reading your letter.

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Sincerely,

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2 Your signature using blue or black ink should go in this blank space

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Your Name

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