

## 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

3

4

Today's Date

1

2

3

Your Excellency George Leo Thomas, Archbishop of Las Vegas,

1

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

1

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?

1

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

1

End by thanking bishop for reading your letter.

1

Sincerely,

1

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

3

Your Name

HOW TO FORMAT A LETTER TO BISHOP