**Dear Deacon this is a template you can use for your retirement letter. If you need to adjust the wording, please feel free to do so. Please address your letter to the Archbishop but send to the Office of the Diaconate / 1300 S. Steele St./ Denver, CO 80210.**

**We will forward to the Archbishop’s Office.**

Date

Most Reverend Samuel J. Aquila, S.T.L.

Archbishop of Denver

1300 S. Steele St.

Denver, CO 80210

Dear Archbishop:

Thank you and the Diaconate Office for the continued support during my years of ministry for the Archdiocese of Denver. My family and I have received many blessings since my ordination.

In accordance with the Archdiocese of Denver Parish Handbook Section 2.4.14 on the responsibilities and status of Deacon Retirement, I am writing this letter to inform you that I will reach the age of 75 as of \_\_\_\_\_\_\_\_ , and to request that I be allowed to assume retirement status when my current three year assignment at \_\_\_\_\_\_\_\_\_\_\_\_Parish ends as of May 31/June 30, 20.... (or) I request to remain in active ministry at \_\_\_\_\_\_\_\_\_\_\_\_ Parish for an additional three years.

I have greatly enjoyed serving at the parishes of the Archdiocese of Denver, since my ordination in \_\_\_\_ and would like to continue serving the parish at the discretion of my pastor, if you approve.

Thank you for your consideration in this manner.

Sincerely Yours in Christ,

Deacon