

**Sample Letter to Request Letter of Good Standing
Celebration of Sacraments Outside of Archdiocese of Santa Fe
(Should be requested at least one month prior to Sacrament)**

(Date Requested)

Deacon Steve Rangel
Director of the Diaconate
4000 St. Joseph Pl NW
Albuquerque, NM 87120

Dear Deacon Steve,

I have been asked to celebrate the Sacrament of _____

for _____
(Name(s) of person(s) to receive Sacrament)

on _____
(Date Sacrament to be celebrated)

at _____
(Name of Church where Sacrament will be celebrated)

in _____
(City & State where Church is located)

The name of the Pastor at that Church is:

(NamePastor)

Signed (Your Name)

Letter will be sent to Pastor where Sacrament will be celebrated with a copy to Deacon Requesting Letter and a copy to the Pastor where Deacon is currently assigned.