

**Sample Letter of Absence from Annual Deacon Retreat / In-Service  
(Should be presented at least one month prior to Retreat/In-Service)**

(Date Written)

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

Dear Archbishop Sheehan,

I ask to be excused from \_\_\_\_\_  
**(Annual Deacon Retreat or Annual Deacon In-Service)**

on \_\_\_\_\_  
**(Date(s) Scheduled)**

because \_\_\_\_\_  
**(Reason for not attending)**

I will make up this session by attending:

\_\_\_\_\_  
**(Name of Retreat / Workshop for In-Service)**

in \_\_\_\_\_  
**(Location of Retreat /Workshop)**

This is being conducted by:

\_\_\_\_\_  
**(Name of Person conducting Retreat / Workshop)**

Signed (Your Name)

Response will be sent to Deacon with copies to the Pastor where Deacon is currently assigned and Director of Diaconate.